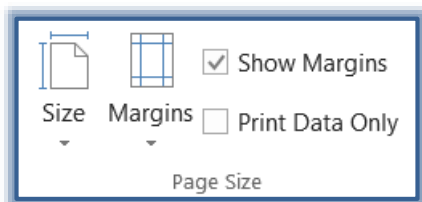


CHANGE PAGE LAYOUT

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.

Change Margins

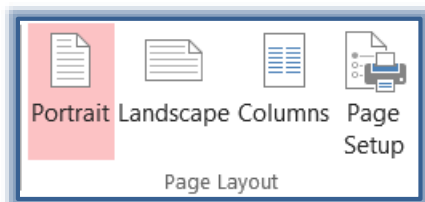
- Open the **Employer Mailing Labels Report** from the **Jobs** database in **Print Preview**.
- Click the **Page Layout Tools, Page Setup Tab**.
- In the **Page Size Group**, click the **Margins** button (see illustration below).



- Select a margin size from the list that appears.
- Click the **Custom Margins** option to specify other Margin options.

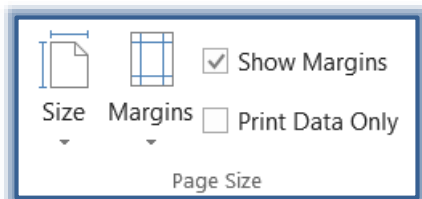
Change Page Orientation

- Open the **Employer Mailing Labels Report** from the **Jobs** database in **Print Preview**.
- Click the **Page Layout Tools, Page Setup Tab**.
- In the **Page Layout Group**, click either the **Portrait** or **Landscape** button (see illustration below).



Change Paper Size

- Click the **Page Layout Tools, Page Setup Tab**.
- Click the **Size** button in the **Page Size Group**.

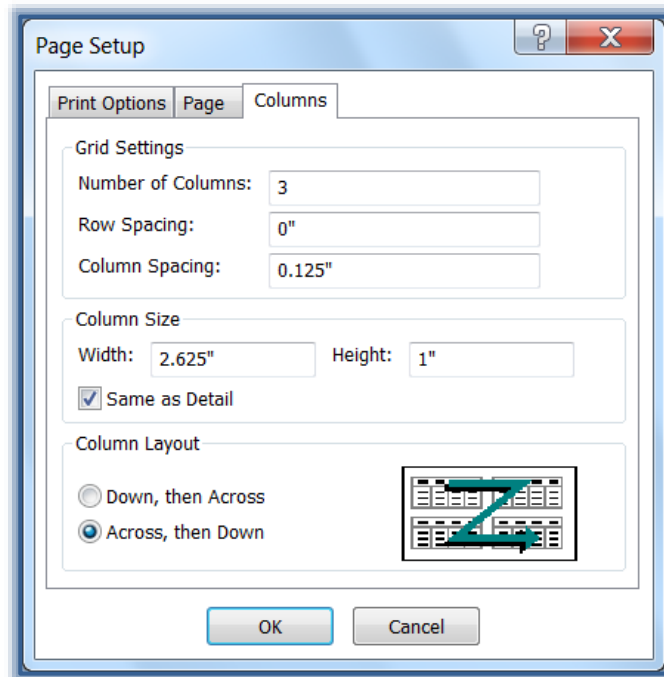


- Select from one of the available options.

Change Column Layout

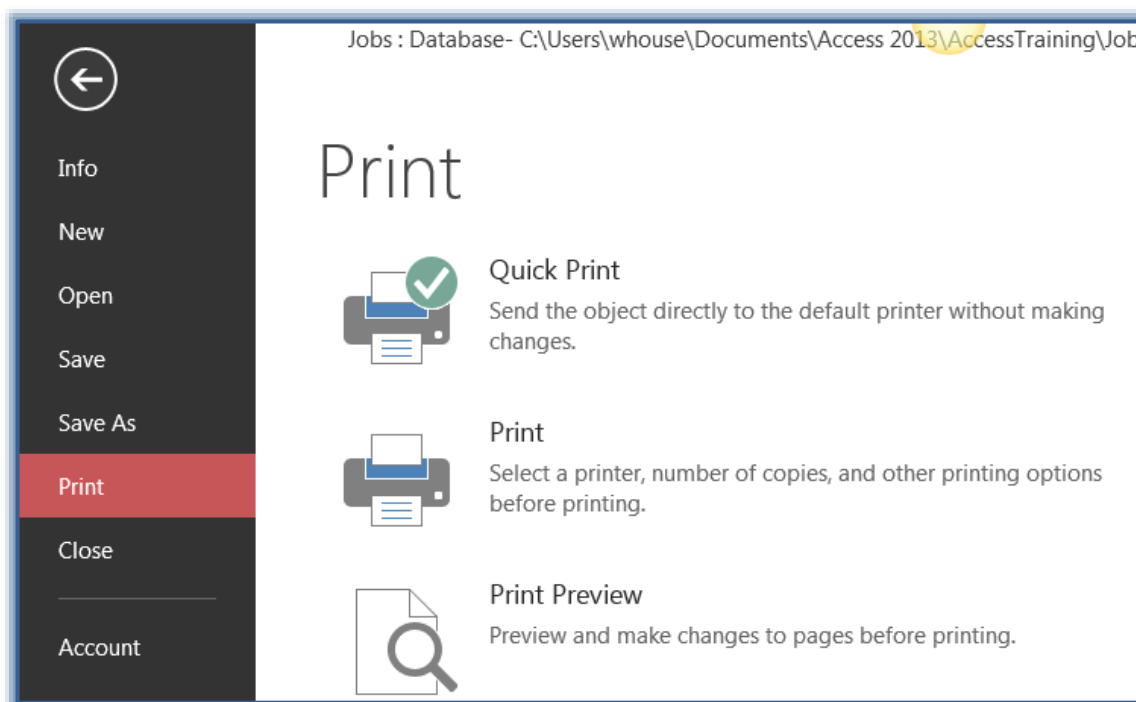
- Click the **Page Layout Tools, Page Setup Tab**.
- In the **Page Layout Group**, click the **Columns** button.
- The **Page Setup** dialog box will display with the **Columns** tab selected (see illustration below).
- Under the **Grid Settings** area, input a number for each of the options.
- Under **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**.



Print Report/Change Print Options

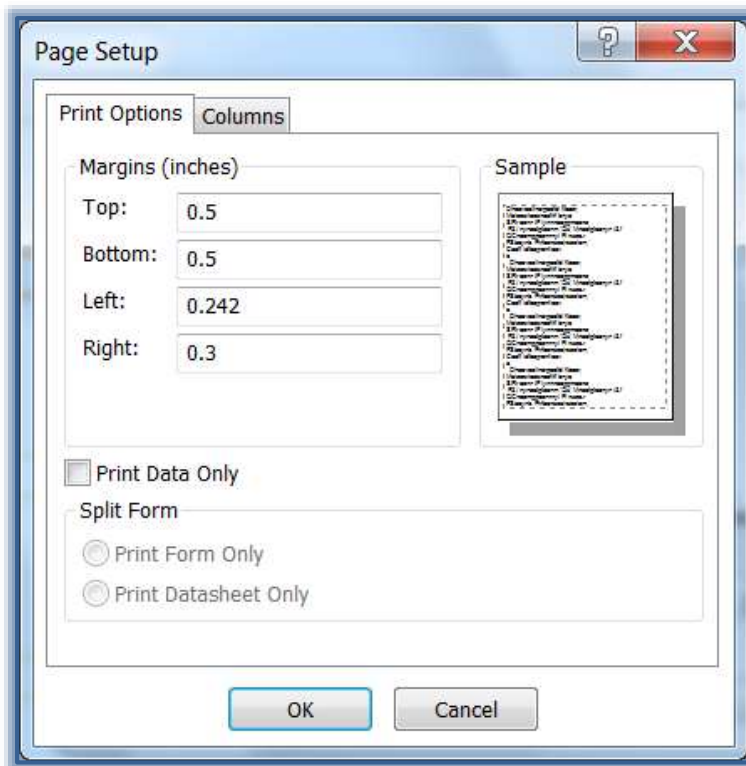
- Click the **File Tab** to open **Backstage View**.



- Select **Print** from the list on the left side of the window.
- The **Print** window will display.
- Select one of the available options: **Quick Print**, **Print**, or **Print Preview**.
- If **Print** is selected, the **Print** dialog box will display (see below).



Click the **Setup** button to open the **Page Setup** dialog box with the **Print** tab selected.



- Make any changes that you would like in this dialog box.
- Click the **OK** button to return to the **Print** dialog box.
- Click **OK** to **Print** the report.