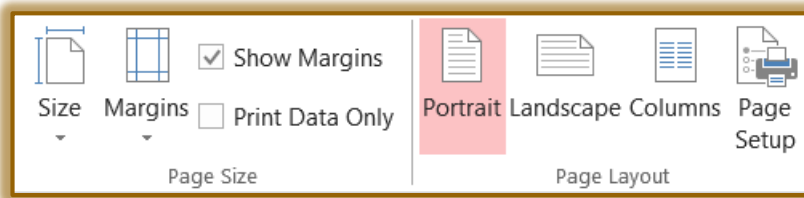# Report Layout Tools -Page Setup Tab

This ribbon is used to change the formatting of reports in Access. There are two 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 Size 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. |
| **Margins** | Use this button to change the margins for a section of a report or for the entire report. |
| **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. |
| **Page Layout Group** | |
| **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 for the report to landscape. |
| **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. This dialog box is used to apply additional print features to the report, such as selecting a different printer. |