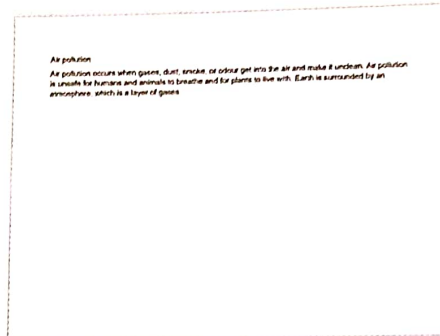


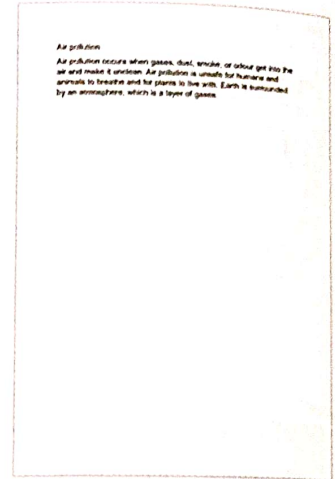
PAGE ORIENTATION

The orientation of a page refers to the direction in which the contents are placed on the page. Word offers two types of orientations: **Landscape** and **Portrait**.

- **Landscape** means the page is oriented horizontally, where the width of the page is longer than the height.
- **Portrait** means the page is oriented vertically, where the height of the page is longer than the width.



Landscape



Portrait



Mind it /

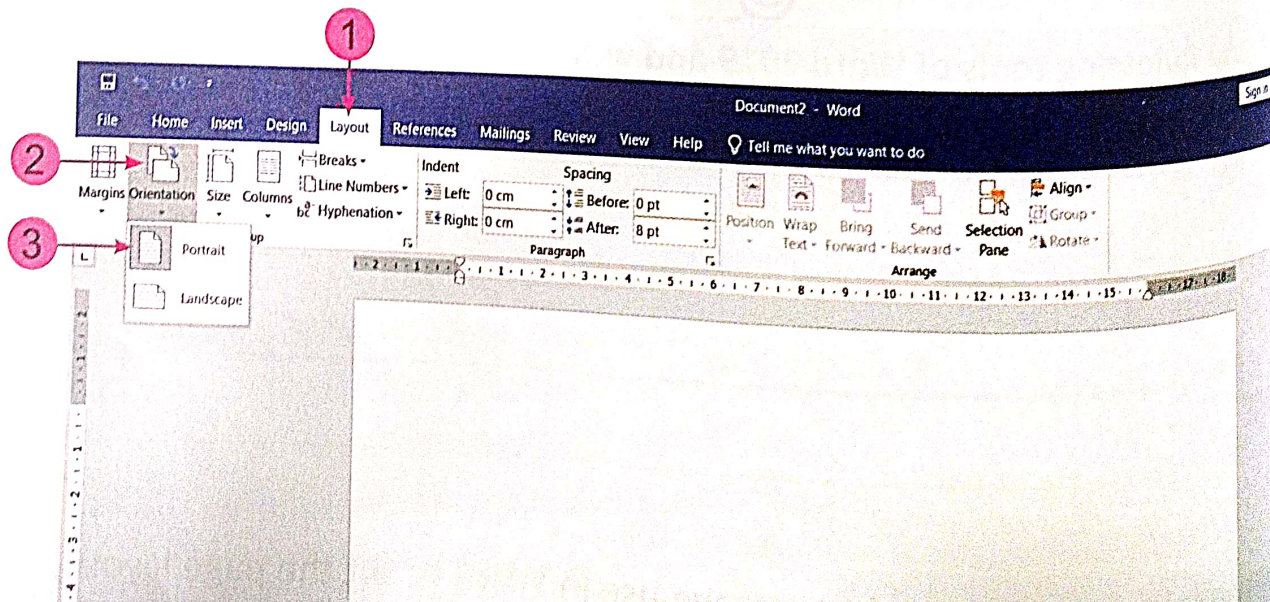
The default page orientation in Word 2019 is **Portrait**.

To change page orientation:

Step 1: Select the Layout tab.

Step 2: Click the Orientation option in the Page Setup group.

Step 3: A drop-down menu will appear. Select either Portrait or Landscape to set the required page orientation.



The page orientation of the document will be changed accordingly.

PAGE SIZE

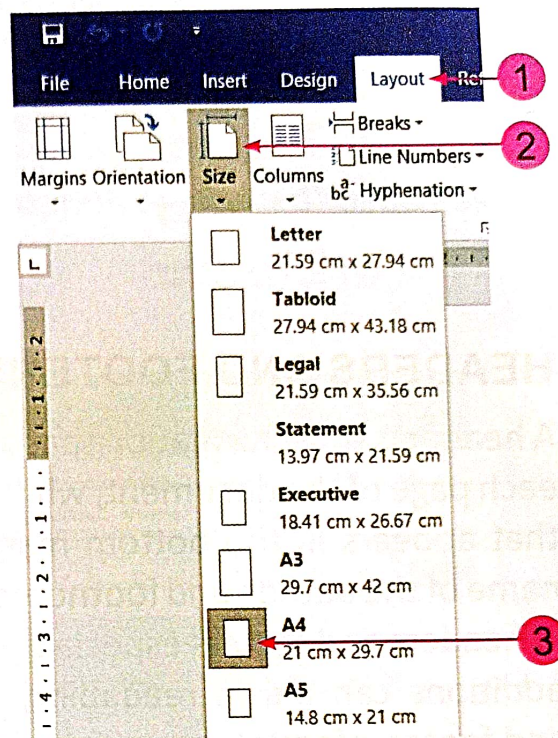
Depending on your requirements, you may need to adjust your document's page size. It's important to note that before modifying the default page size, you should check and ensure which page sizes your printer can accommodate. Word has a variety of predefined page sizes to choose from.

To change the page size:

Step 1: Select the **Layout** tab.

Step 2: Click the **Size** option in the **Page Setup** group.

Step 3: A drop-down menu will appear. The current page size will be highlighted. Click the predefined page size to select the required size. The page size of the document will be changed.



Mind it /

By default, the page size of a new document is 8.5 inches by 11 inches.

PAGE MARGINS

The blank area/space between the text and the edge of the page is called a margin. A new document's margins are initially set to Normal, which leaves one inch of space between the text and all four sides. Word allows you to adjust the margins of your document to suit your needs and offers several preset margins to choose from.

To change the page margins:

Step 1: Select the **Layout** tab.

Step 2: Click the **Margins** option in the **Page Setup** group.

Step 3: A drop-down menu will appear. Click to select the predefined margin size you want. The margins of the document will be changed.



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