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web hint layout tab page setup group margins button custom margins make changes click ok 9 at the end of the bulleted word pictures insert a page break hint insert your cursor insert tab pages group page break button 10 select the bottom two paragraphs of text on the second page 11

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web open a new microsoft word document by double clicking the icon on the desktop on the ribbon click the page layout tab

in the page setup group click orientation two options should appear click landscape this will change the direction the document will print on a piece of paper portrait orientation prints the document vertically