

**To change page orientation and scale**

1. From the File menu, choose Page Setup.
2. If necessary, In the Page Setup dialog box, select the Page tab.
3. On the Page page, in the Orientation area, select the Portrait or Landscape option button.
4. If necessary, on the Page page, in the Scaling area, select the Adjust to: or Fit to: option button.
5. Using the spin boxes, make the changes.
6. Choose OK.