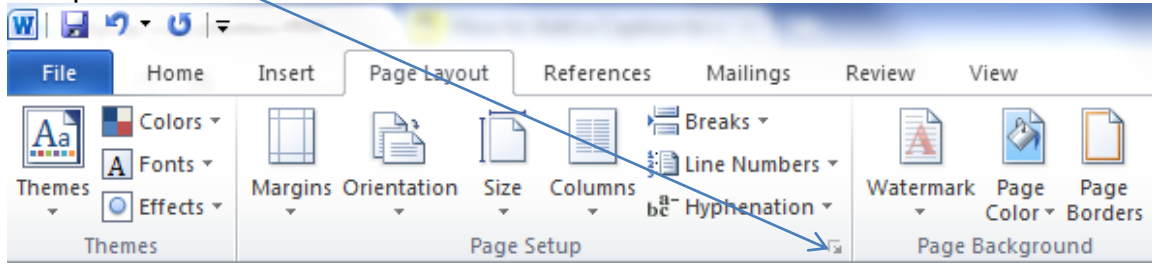


RHP Computer Applications Class

2-5n Page Setup & Password Protect (RI)



The Page Setup command allows you to control a number of aspects about your document. Click on the Page Layout tab. Next, click on the Page Setup button.



By default, Word gives you an incredible amount of margin space (most of the time it's too much). Under the margins tab, adjust the top and bottom margins to 0.5" each.

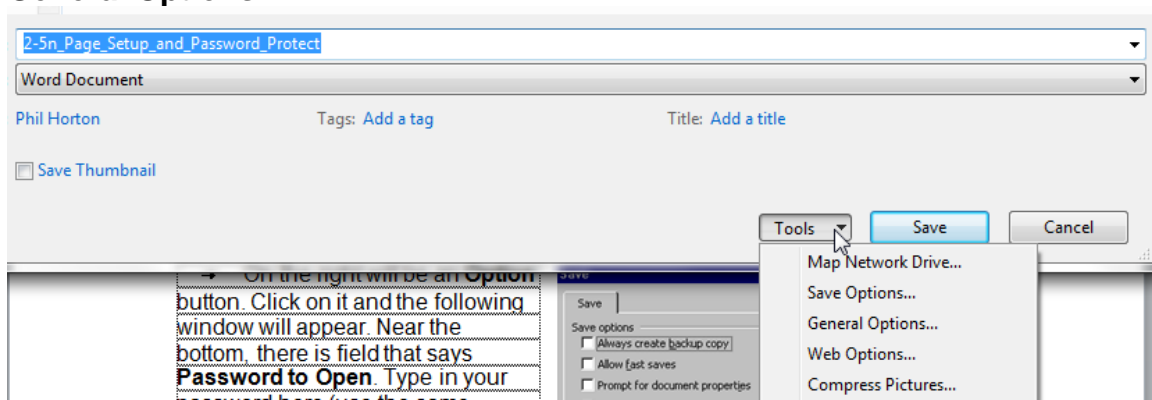
Next, adjust the Left and Right margins to 0.5" each. Notice that the Preview shows you how your text will look with the new changes.

You can choose to print on different sizes of paper or envelopes, and you can change the orientation of the paper. Click on Landscape. Your page will turn sideways.

Type the word **Landscape**. Format the word Landscape using the font Arial Bold and the point size of 135. It should fit on one line if you set your margins correctly. You can also adjust your margins by dragging them in the rulers on the top and side.

If you ever need to protect your files from others, you can save your document with a password.

To password protect your document, pull down the file menu and choose **Save as...** This window will appear. Choose the **Tools** button and choose **General Options**.



Near the bottom, there is field that says **Password to Open**. Type in your password here. Below that is another field; **Password to Modify**. You can type the same password in here. When you have entered your two passwords, click on OK. It may ask you to confirm your passwords, and then save the document.

Email me this password along with your document so that the instructor can open up your protected file. The subject is **compapp 2-5 lastname**. MAKE

RHP Computer Applications Class

2-5n Page Setup & Password Protect (RI)



SURE YOU SUPPLY ME WITH THE PASSWORDS YOU USED IN THE BODY OF YOUR EMAIL. If I can't open it, I can't grade it.