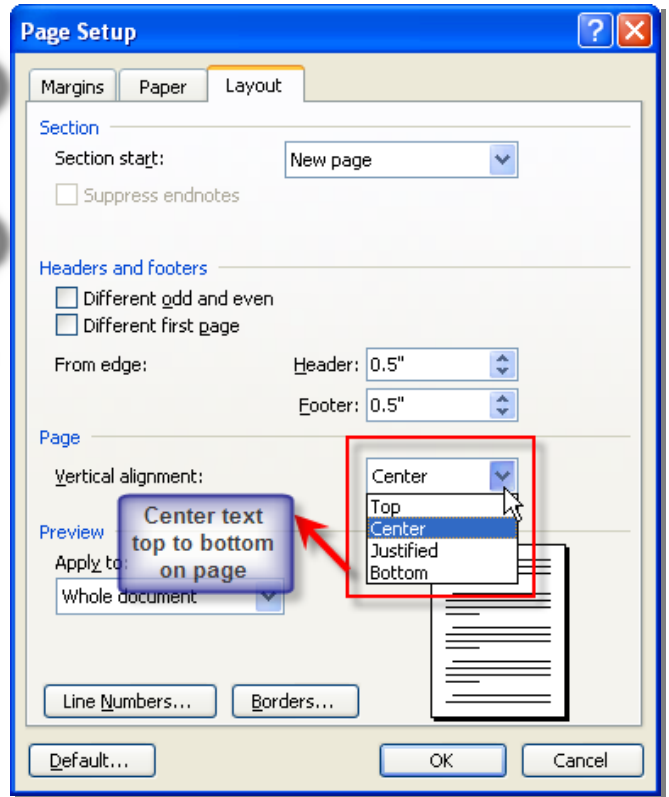
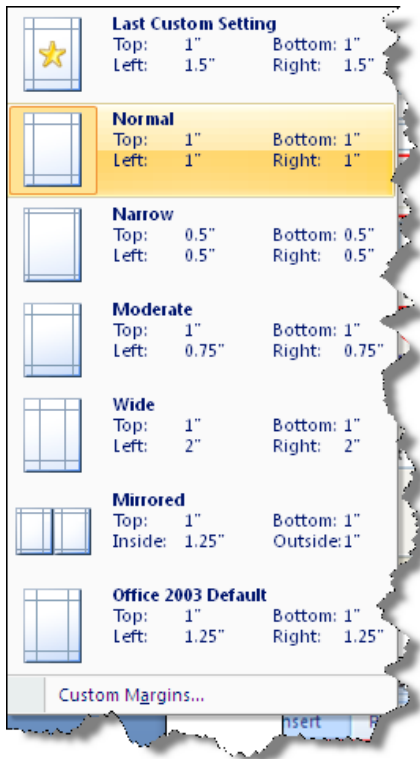
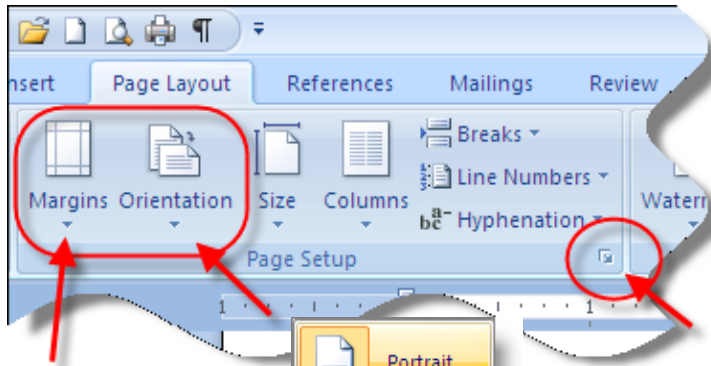


PAGE SETTINGS & CLIPBOARD NOTES

Page Settings

Page Layout tab → Page Setup group → click dialog box launcher - (Margins, Page Orientation, Vertical Alignment)



Multi Clipboard (open)

Home tab → Clipboard group → Click dialog box launcher

Once open the task pane will show in the window anything copied or cut. Just Click on the item you want to paste.

Note: You can change to Excel or PowerPoint and the clipboard will have the items you had in WORD.

