

Page layout

Page setup →

1. **Margin** → to increase or decrease the margin of current document or section.
You may also use ruler to adjust margin.
2. **Orientation** → to rotate the whole page or document. Or to switch the orientation of the page between portrait and landscape.
3. **Page size** → to apply a specific paper size to the document or selected section.
4. **Column** → to split the text in 2 or more than 2 columns.
5. **Line Number** → Add line number in the margin alongside of each line of the document.
6. **Hyphenation** → it allows word to break lines between the syllables of the words.

Page background

1. **Watermark** → to insert the ghosted text or image behind the content of the page.
2. **Page color** → choose a background color for page.
3. **Page border** → add or change border around the page.