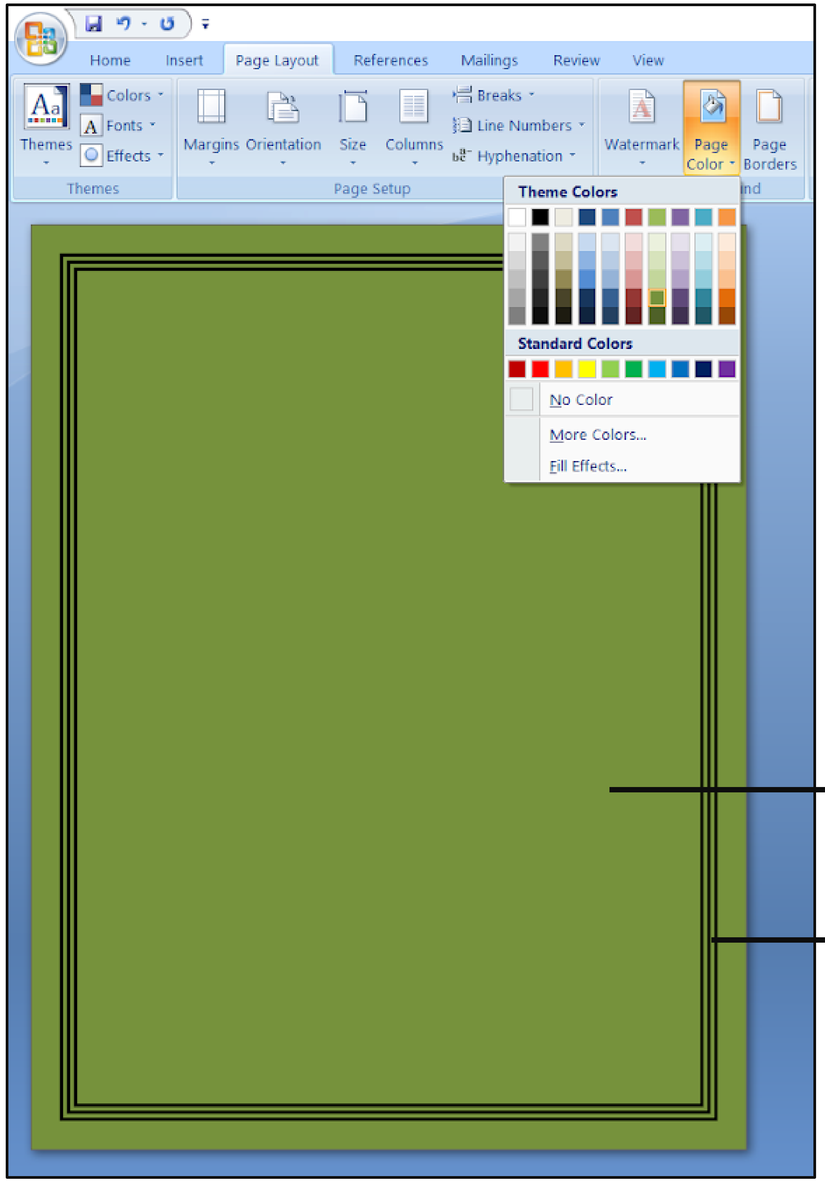
Page layout - 2

✓Page background

In Microsoft Word, you can have a page border, which gives you a border around the page. Click on the Page Layout tab. In the Page Background group, click the Page Borders option. You can change the page color using page color tab

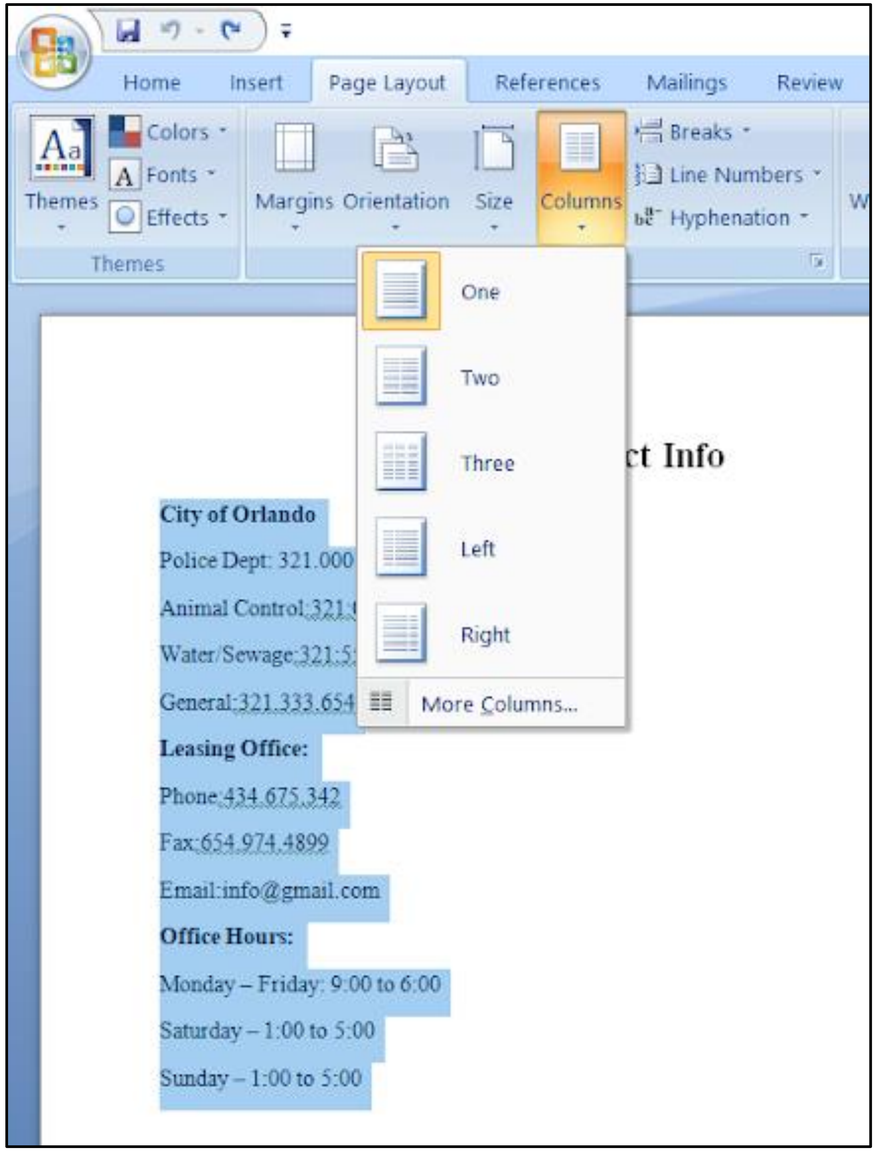


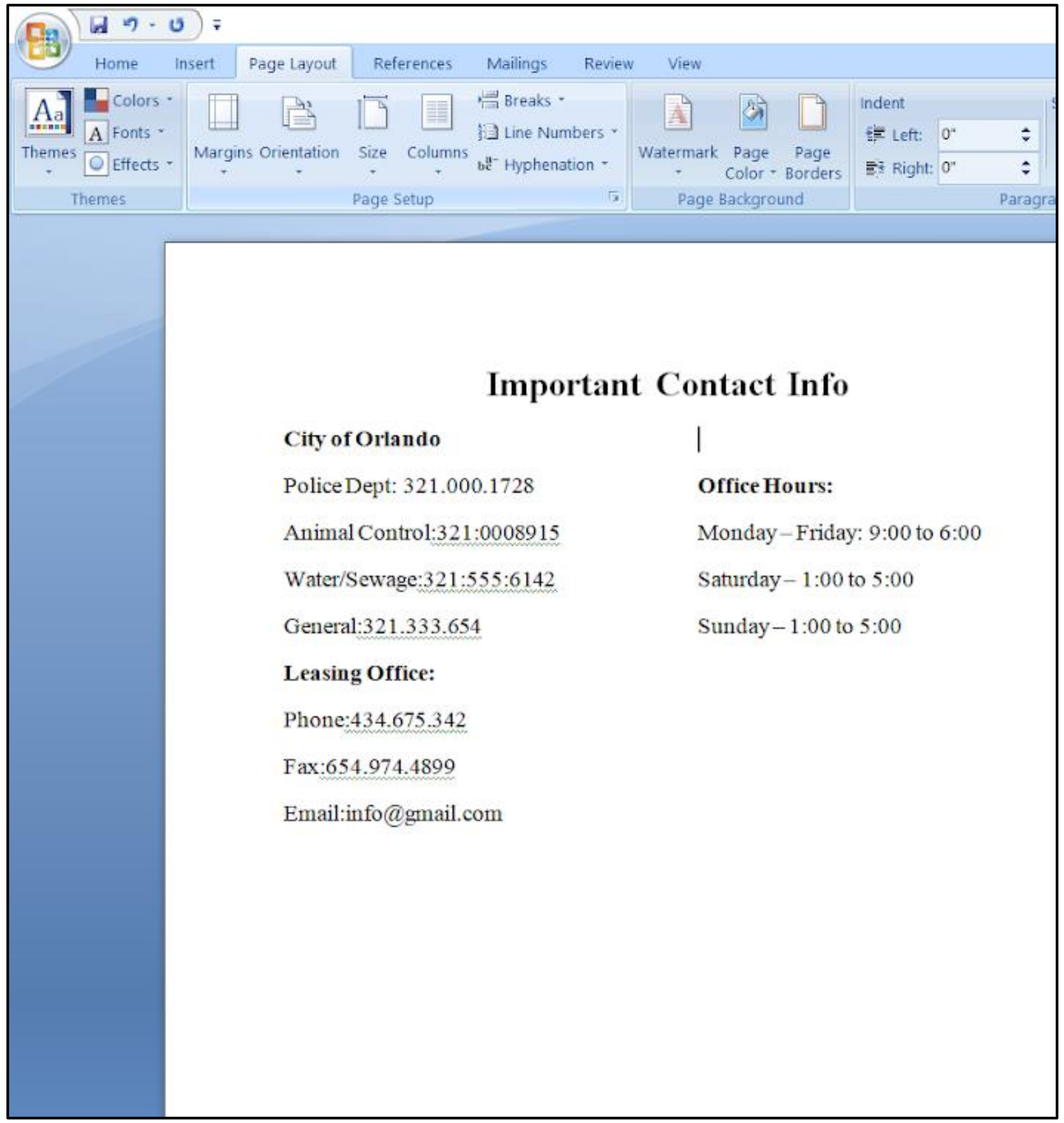
Page color

Page border

✓Page column

Microsoft Word columns help to create a better looking document when that document is text heavy. Page breaks move text to a new page before reaching the end of a page.


Home
Insert
Page Layout
References
Mailings
Review
Themes
Colors
Fonts
Effects
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
One
Two
Three
Left
Right
More Columns...
City of Orlando
Police Dept: 321.000
Animal Control:321:
Water/Sewage:321:5
General:321.333.654
Leasing Office:
Phone:434.675.342
Fax:654.974.4899
Email:info@gmail.com
Office Hours:
Monday – Friday: 9:00 to 6:00
Saturday – 1:00 to 5:00
Sunday – 1:00 to 5:00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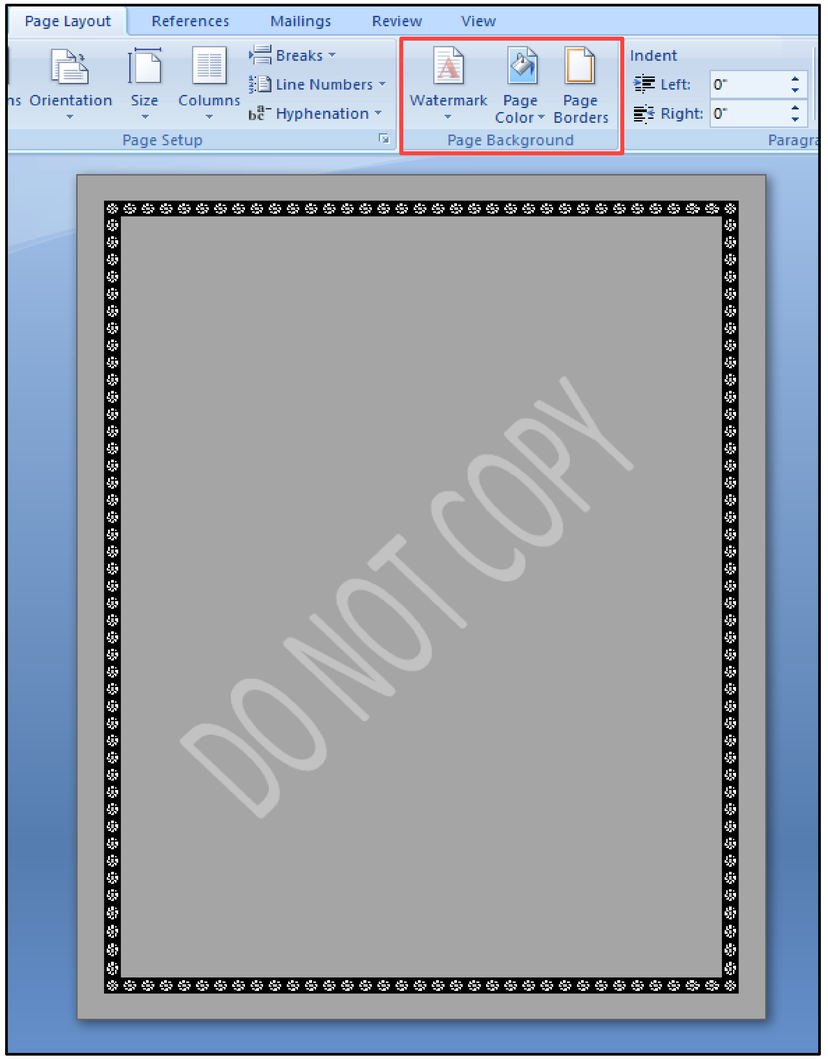
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Watermark
Page Color
Page Borders
Indent
Left: 0"
Right: 0"
Page Setup
Page Background
Important Contact Info
City of Orlando
Police Dept: 321.000.1728
Animal Control:321:0008915
Water/Sewage:321:555:6142
General:321.333.654
Leasing Office:
Phone:434.675.342
Fax:654.974.4899
Email:info@gmail.com
Office Hours:
Monday – Friday: 9:00 to 6:00
Saturday – 1:00 to 5:00
Sunday – 1:00 to 5:00

✓ Watermark

Watermark is simply that image or text that appears mainly behind the main document. Its purpose is to make it more difficult for the original image to be copied or used without permission.


Page Layout
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Breaks
Line Numbers
Hyphenation
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Watermark
Page Color
Page Borders
Page Background
Indent
Left:
Right:
DO NOT COPY

Watermark