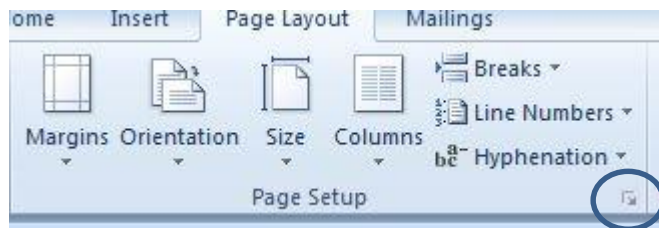
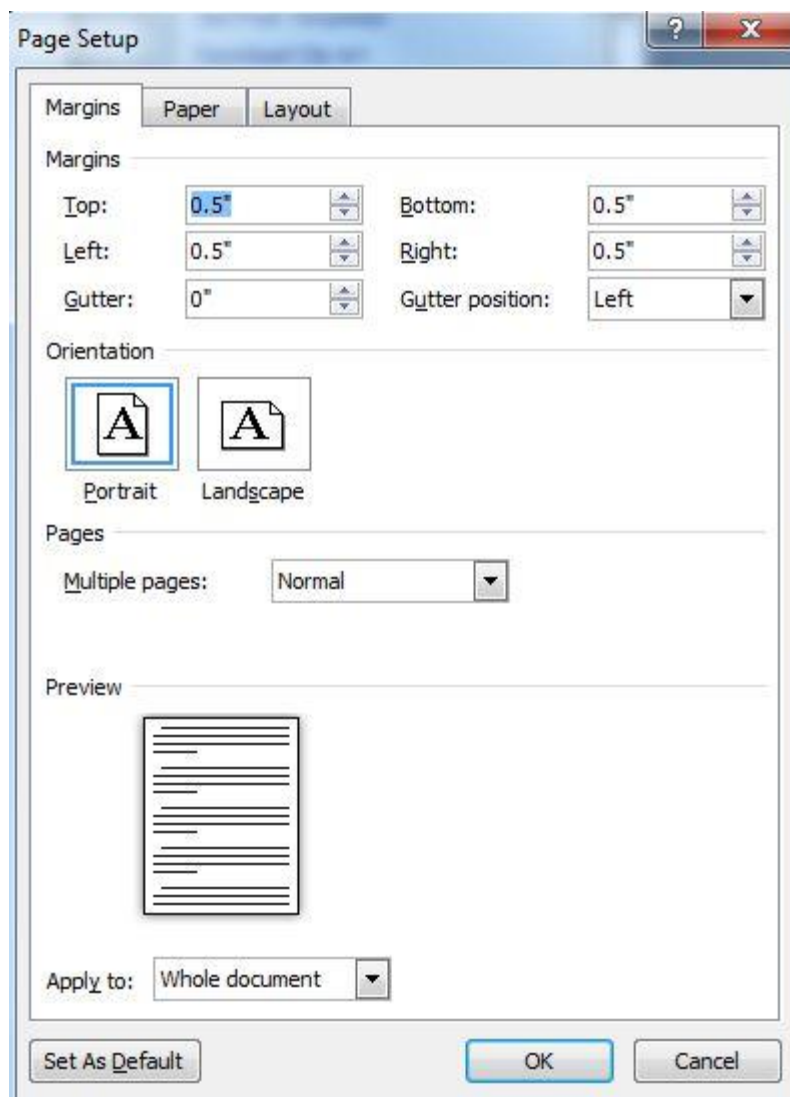


It's easy to figure out how to change margins and page orientation on individual pages.

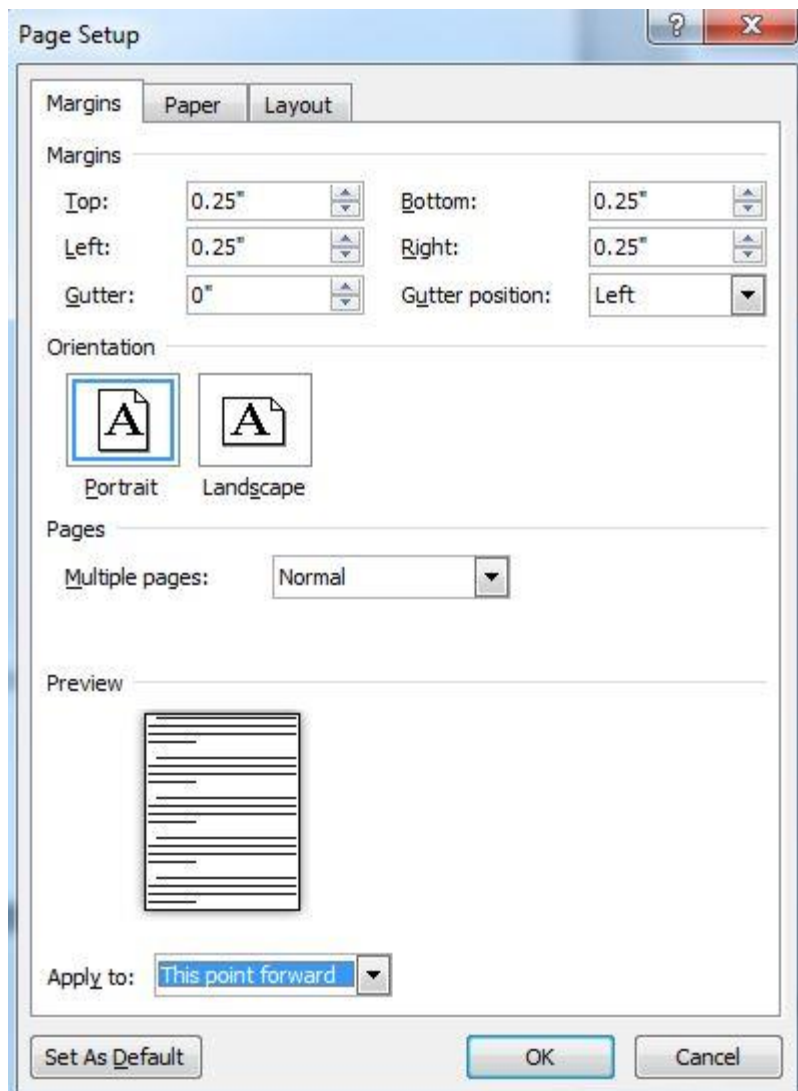
Go to "Page Layout". Run the mouse over "Margins" then select "more help". That will bring up a help window giving instructions for doing different things with the margins and orientation, including changing these things for test on a page, sections, on individual pages or the remainder of the document. Essentially under "Page Layout" click on the little square in the bottom right corner.



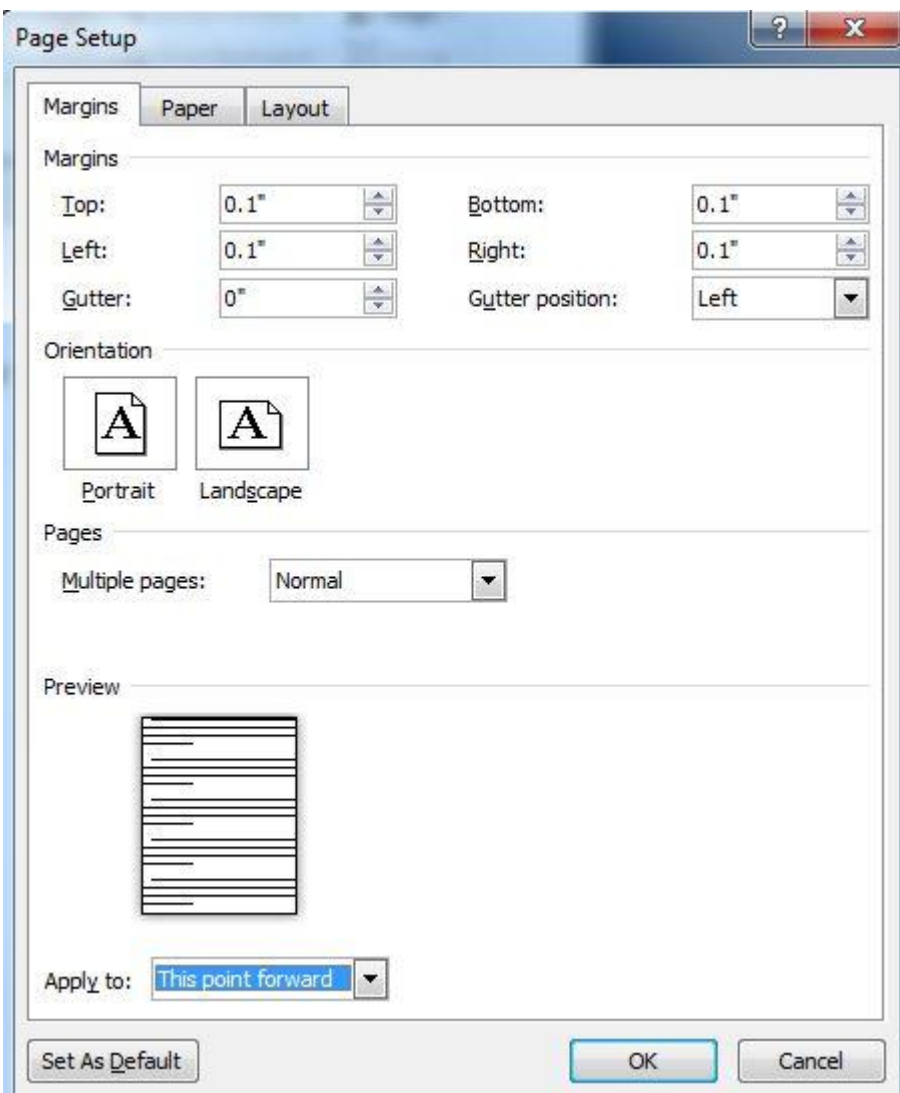
That will bring up the "Page Setup" window.



On this page the margins are set to 0.5" all around. I'm going to change them to 0.25" on the next page.

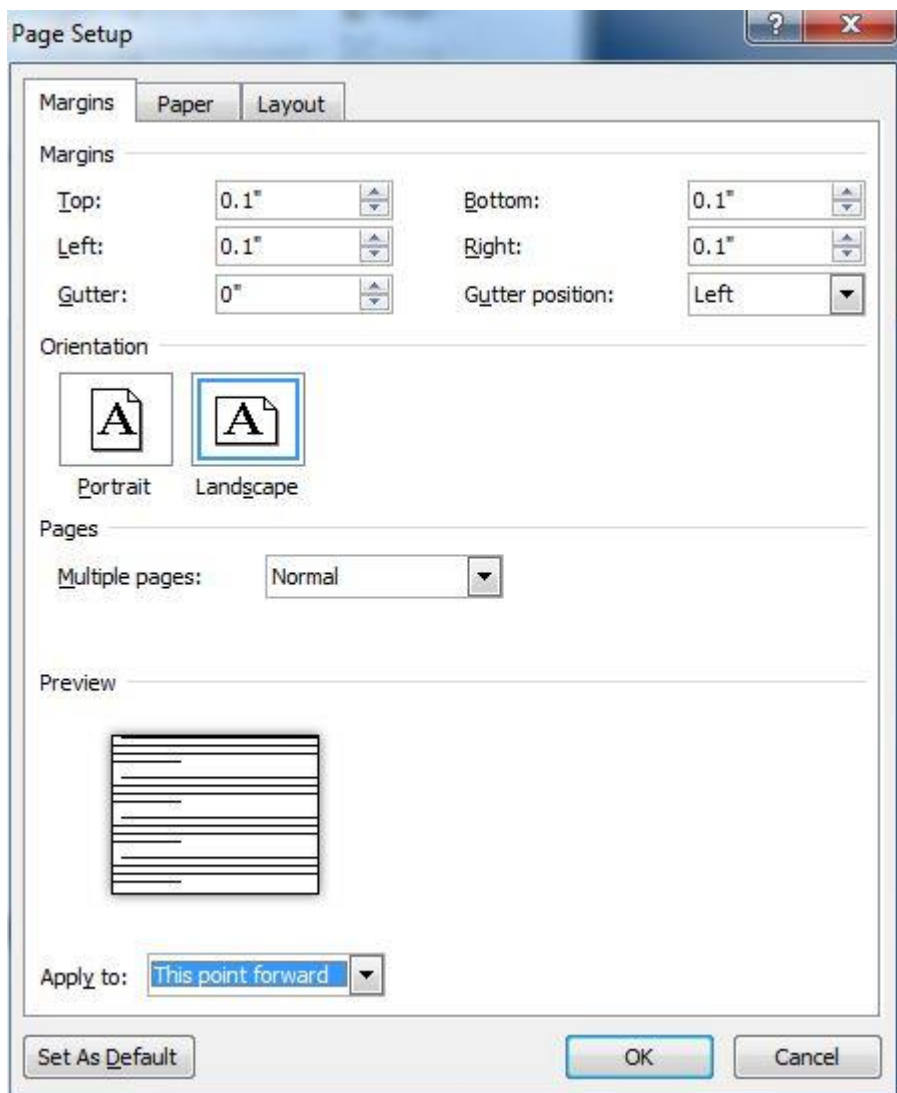


These margins are now set to 0.25" all around on this page and forward in the document. Now I'll set the margins to 0.1" all around on the next page (or even the rest of this page). You can set the margins to zero and if your printer can print all the way to the edges it will. If not Word will tell you it can't and ask you if you want to "Fix" it. If you click yes it will set the margins to the minimum which the printer you've chosen can do. Choosing "Adobe PDF" will allow larger margins than most printers (including 0" margins – all the way to the edge) since you're printing to a file and not confined by the mechanical limitations of a particular printer. Since you're uploading this file to Carmen you can simply tell it to "Ignore" the warning.



These margins are now set to 0.1" all around on this page and forward in the document.

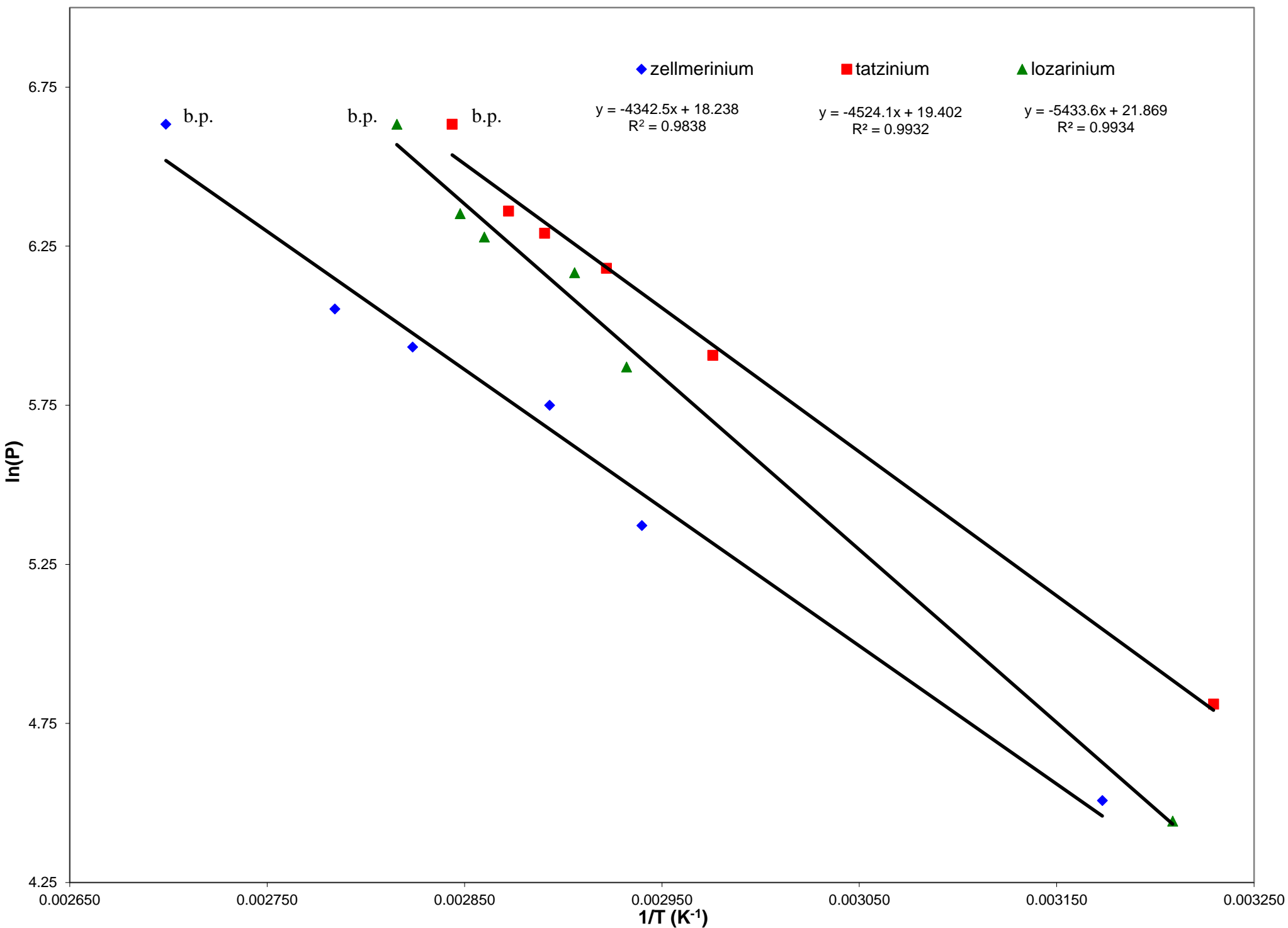
Now I'm going to change the orientation on the next page to Landscape by doing the same sort of thing.



This would be a blank page normally at this point. Now I can include a graph which is in Landscape mode and it won't mess up the orientation of my graph or its margins.

Go to Excel. Click on the graph and then Copy (Ctrl C). Go back to Word. Then Paste on the page (Ctrl V). Then click on Paste on the "Home" tab. Choose the 2nd option from the left "Keep Source Formatting and Embed Workbook (K)". Then if necessary you can expand the graph to fill the whole page if it isn't already. Then if you need a following page with regular margins you do what's been done above. Word might complain about the margins if your printer can't print all the way to the edge. This was explained on a previous page.

$\ln(P)$ vs $1/T$ for Known Compounds



On this page I'm resetting the margins and orientation to what it was in the rest of the document before I inserted the graph. This can be done at the bottom of the previous page or the top of this page.

