This Tab has the following Groups:
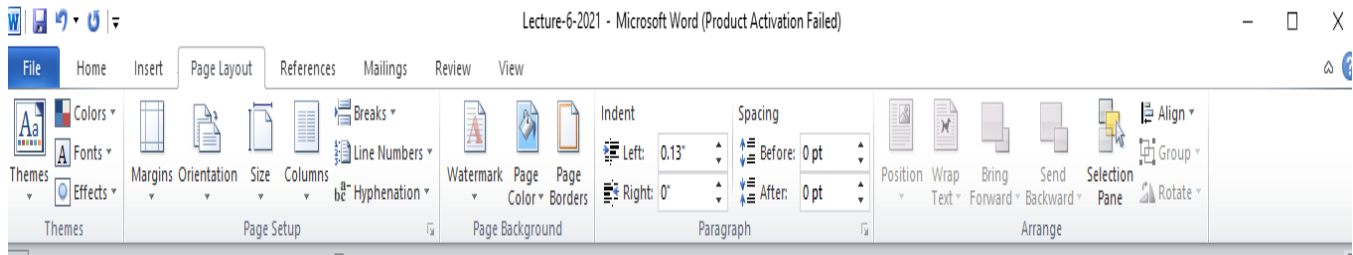
➕ **Themes:** change the overall design of the entire document, including colors, font, and effects. There are many ready-made Themes to choose from just click on Themes icon.

➕ **Page Setup:** it has many important page setting as shown below:

1. **Margin:** Select the margin sizes for the entire document or the current section. There are ready made margins to choose from, like:
   - Last Custom Setting,
   - Normal,
   - Narrow,
   - Moderate, and
   - Wide.
2. **Orientation:** of the page switch the pages between Portrait and Landscape layouts.
3. **Size:** Choose a paper type from the list appears after clicking on the Size icon. Like Letter, legal, A4, A3, A5,…
4. **Columns:** Splits text into two or more columns. Choose from list.
5. **Line Numbers:** Add line numbers in the margin alongside of each line of the document.
6. **Breaks:** to add page, section, or column breaks to the document.
7. **Hyphenation:** Turn on hyphenation, which allows Word to break lines between syllables of word. Books and magazines hyphenate their text in order to have more uniform spacing between words.

   To get a custom Setting of margin click on positioned in the ribbon of Page layout/ Page Setup group, a menu appears as below:
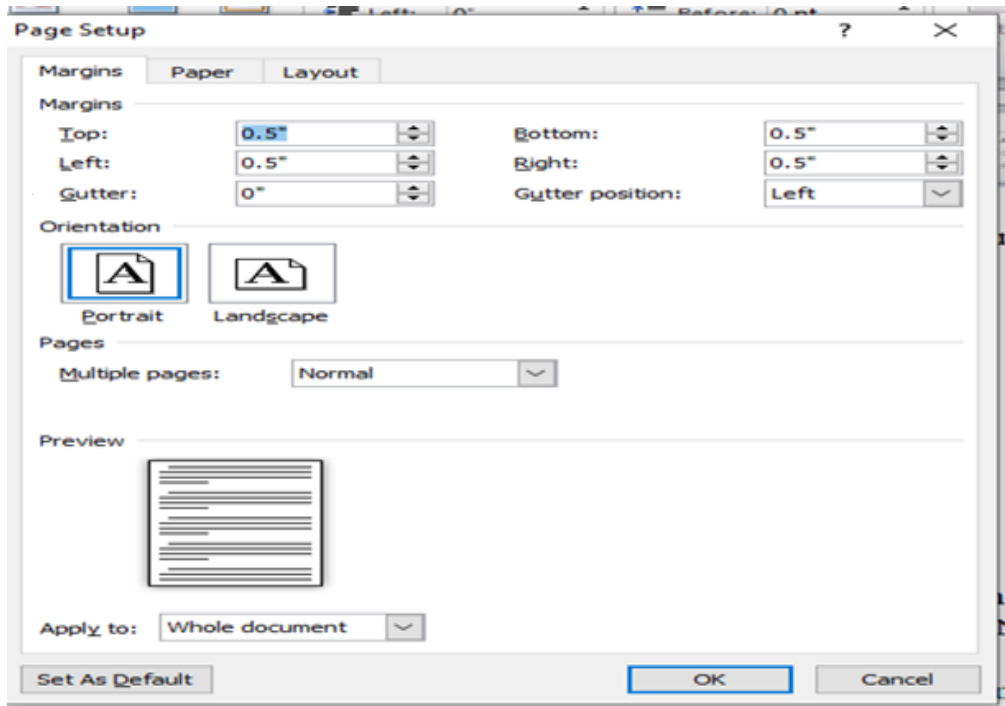
You can change values of margins as required, and add value and position of Gutter then change the orientation of page and press OK. The margins setting will change to the custom values and will be listed in Margins list.

✚ **Page Background:** this Group includes three elements:
  1. **Watermark**: Inserts ghosted text behind content on the page. This is often used to indicate a document is to be treated specially, Such as Do not copy, Confidential or Urgent. It can be written in horizontal or diagonal form. You can create a custom watermark from menu of watermark click on **Custom Watermark** a menu will appear as shown below:
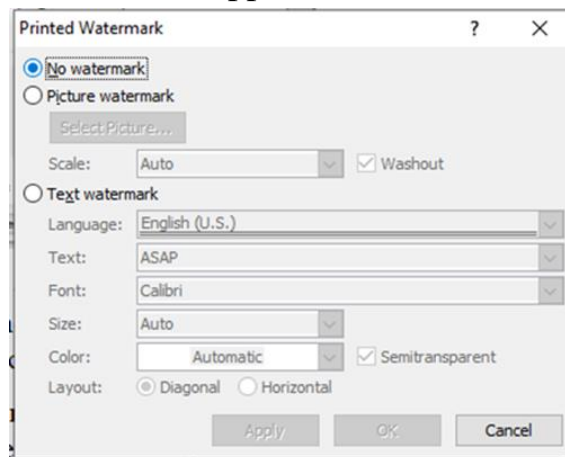
It has three options to choose from:

- o **No watermark**: add no watermark.
- o **Picture Watermark**: inserting picture from folder on computer to be a watermark by click on **Select Picture**, you have the option to make the picture Washout or not be ticking the square of it. Then click **OK**. A picture will appear as Watermark for the Document.
- o **Text watermark**: choose this option to make text watermark by filling the required information like: Language, Text, Font, Size, Color, and Layout (diagonal or Horizontal).

2. **Page Color**: choose a color for the background of page from list of colors or choose no color.

3. **Page Borders**: Add or change the border around the page. Click on icon the following window will appears.
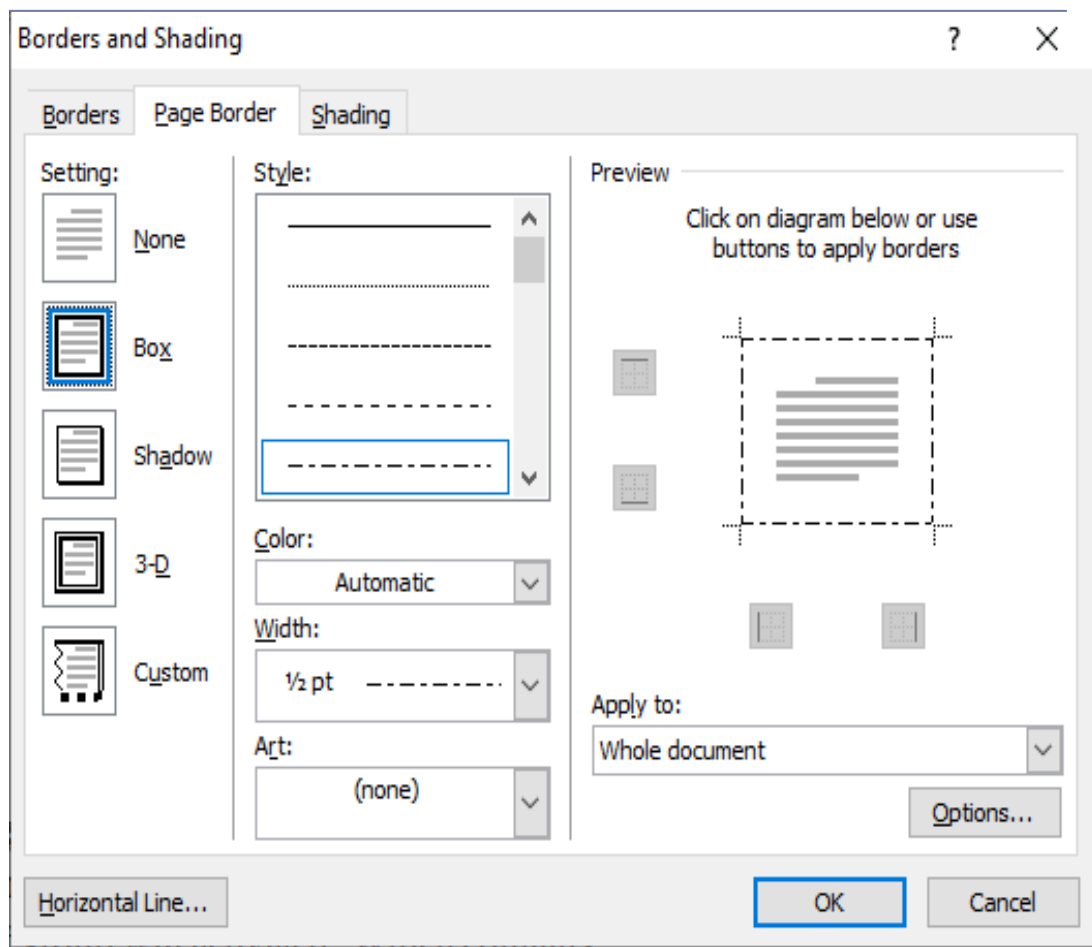
Fill all required fields in the window above from:
> Setting,
> Style,
> Color,
> Width,

then **OK**. A border will appeared around the page.

➕ **Arrange Group:** which contains the Selection Pane, show the Selection Pane to help select individual objects and to change their order and visibility. After selection the other icons of group will activated. Which contains:

- Position: Object Position, position the selected object on the page by choosing one of options available. Text is automatically set to wrap around the object.
- Wrap Text: change the way text wraps around the selected object. To configure the object so that it moves along with the text around it, select **In Line With Text.**
- Rotate: Rotate or flip the selected object.