**Making a Play Book in Microsoft Word**

**How to change the layout of the page from potrait to landscape**

1. Click on the Page Layout tab
2. Click on Orientation
3. Choose Landscape



**How to add lines to the page for patterns**

1. Click on the insert tab
2. Click on Shapes
3. Choose your line from the options
4. Can also use any of the shapes from the drop down menu as well

