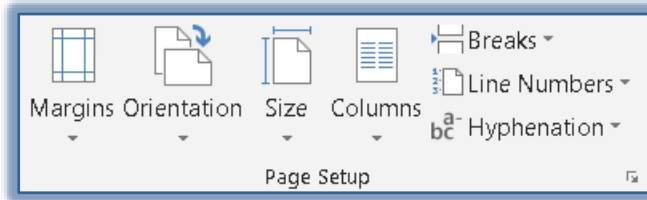


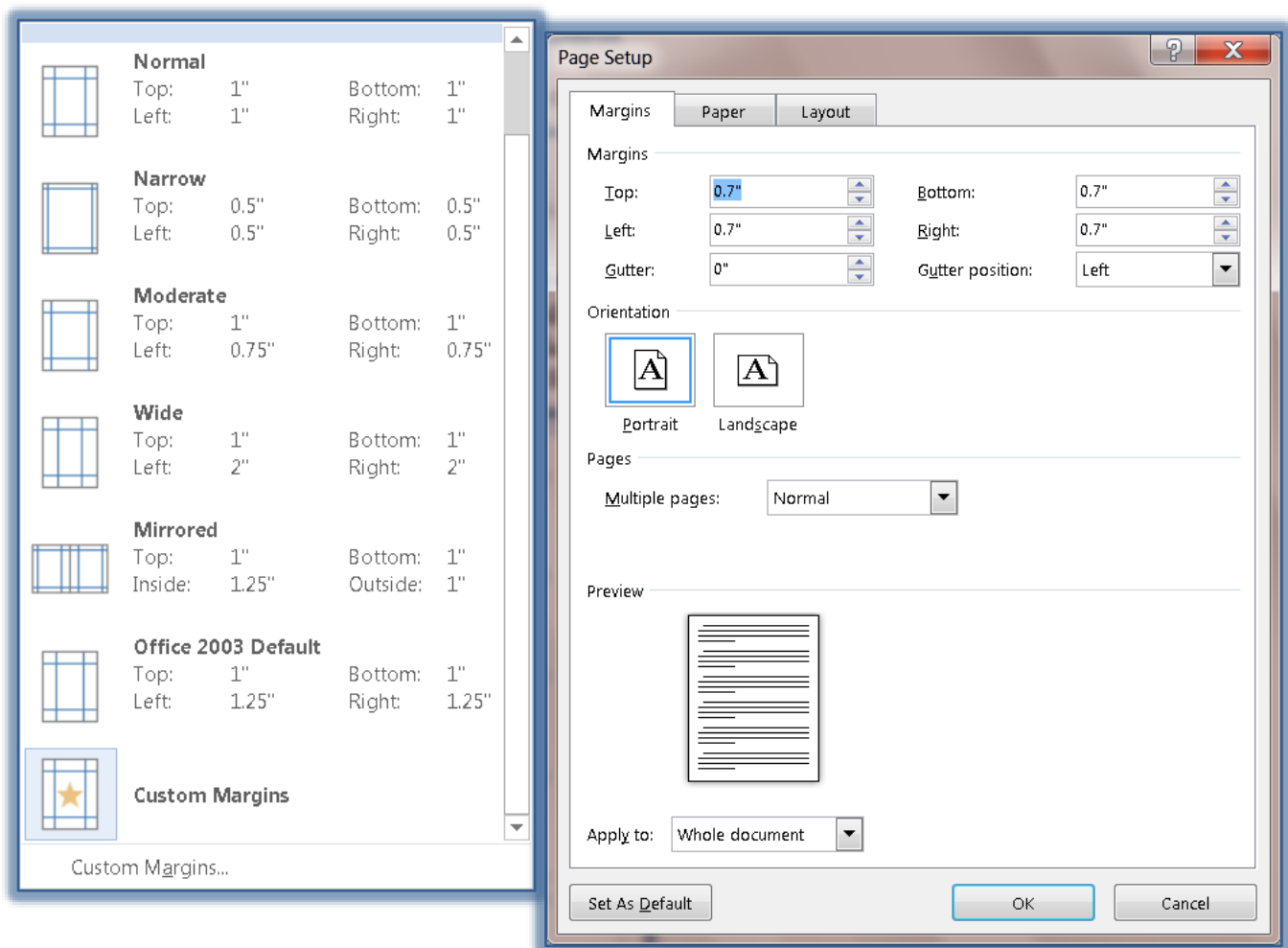
Change Margins

Change Margin for Whole Document

- Click the **Page Layout Tab**.
- Click the **Margins Button** in the **Page Setup Group** (see illustration below).



- A list of different margins will appear (see illustration below left).
- Choose from one of the available options as shown in the listing.
- To set up Custom Margins, click the **Custom Margins** link.

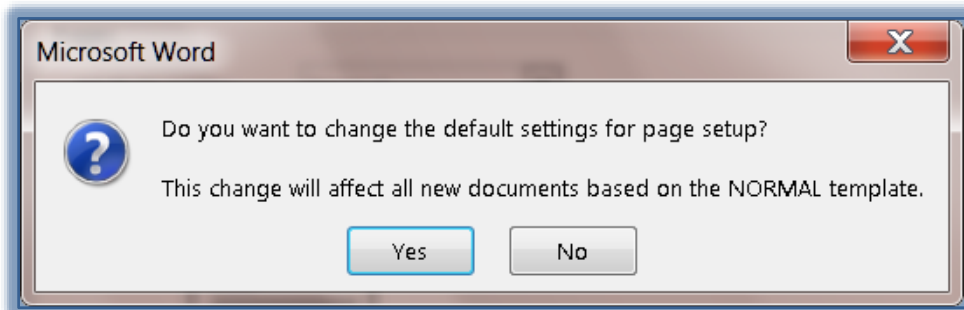


Page Setup Dialog Box

- The **Page Setup** dialog box will display with the **Margins** tab selected (see illustration above right).
- Tab to the box or click in the box for the margin that is to be changed.

- Do one of the following:
 - ★ Change the Margin to the desired width by inputting the number into the text box.
 - ★ Click the up or down scrolling arrows to change the margin to the desired size.
- Repeat the procedure for all the margins.
- To change the margin for the whole document, make sure that **Whole Document** appears in the **Apply to** box at the bottom of the page.
- To apply different margins to only a particular section of the document, click the **Apply to** list arrow and choose one of the options.
 - ★ These options will change depending on whether or not text has been selected.
 - ★ The default options are:
 - ✦ **Whole Document** - The margin settings will be applied to the whole document.
 - ✦ **This Point Forward** - The margins will be applied to the document from the point where the insertion is located to the end of the document.
 - ✦ **Selected Text** - This option will be appear if text has been selected in the document.

When this option is selected, the margins will be changed just for the selected text.
- To change the **Orientation** for the page, click one of the options. These are:
 - ★ **Portrait** - The size of the paper will be 8 ½ inches by 11 inches.
 - ★ **Landscape** - The size of the paper will be 11 inches by 8 ½ inches.
- The **Multiple Pages** option is used to specify how many pages of a document will be printed on one sheet. These options are:
 - ★ **Normal** - Prints each page of the document on a separate sheet of paper.
 - ★ **Mirror Margins** - With this option, the margins of the left page are a mirror image of those in the right page. That is, the inside margins are the same width and the outside margins are the same width.
 - ★ **Two Pages Per Sheet** - This option is used to print a two-page document so it fits on only one page.
 - ★ **Book Fold** - This option is used to print a document like a book.
 - ✦ When the page is folded, it opens like a book.
 - ✦ This option is intended for documents that have more than two pages.
- To set the specified margins as the default for all documents:
 - ★ Click the **Default** button at the bottom of the **Page Setup** dialog box.
 - ★ The message in the illustration below will appear.



- ★ Click **Yes** to change the specified margins to the default.
- ★ Click **No** to exit the message without making the change.

- ❏ The **Page Setup** dialog box can also be displayed by clicking the **Dialog Box Launcher Button** in the bottom right corner of the **Page Setup Group** (see illustration below).
- ❏ The **Orientation** can also be changed by clicking the **Orientation** button in the **Page Setup Group** (see illustration above).

