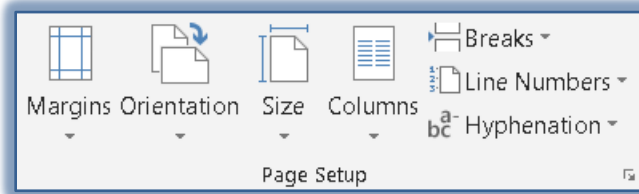


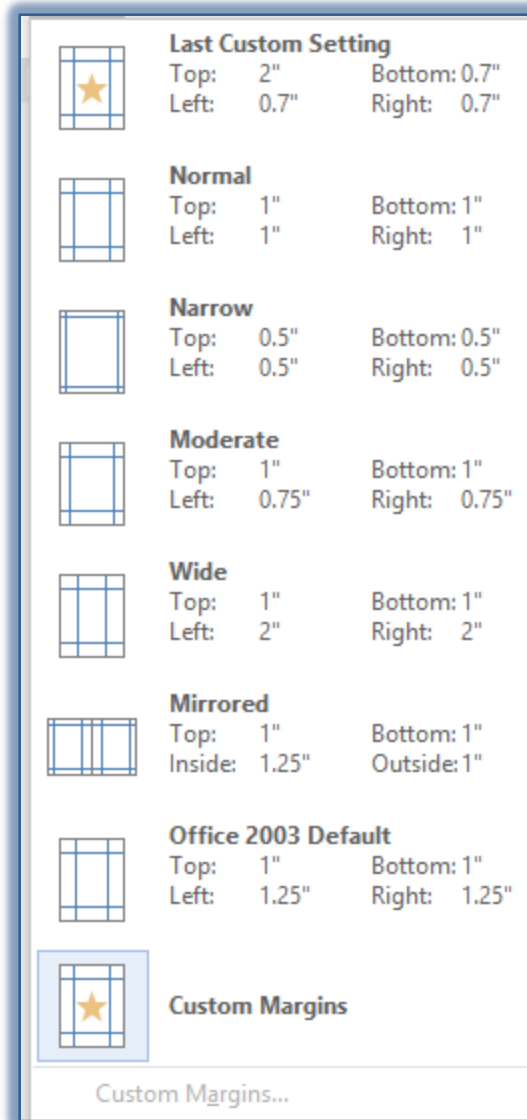
## Change Margins

### Change Margin for Whole Document

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



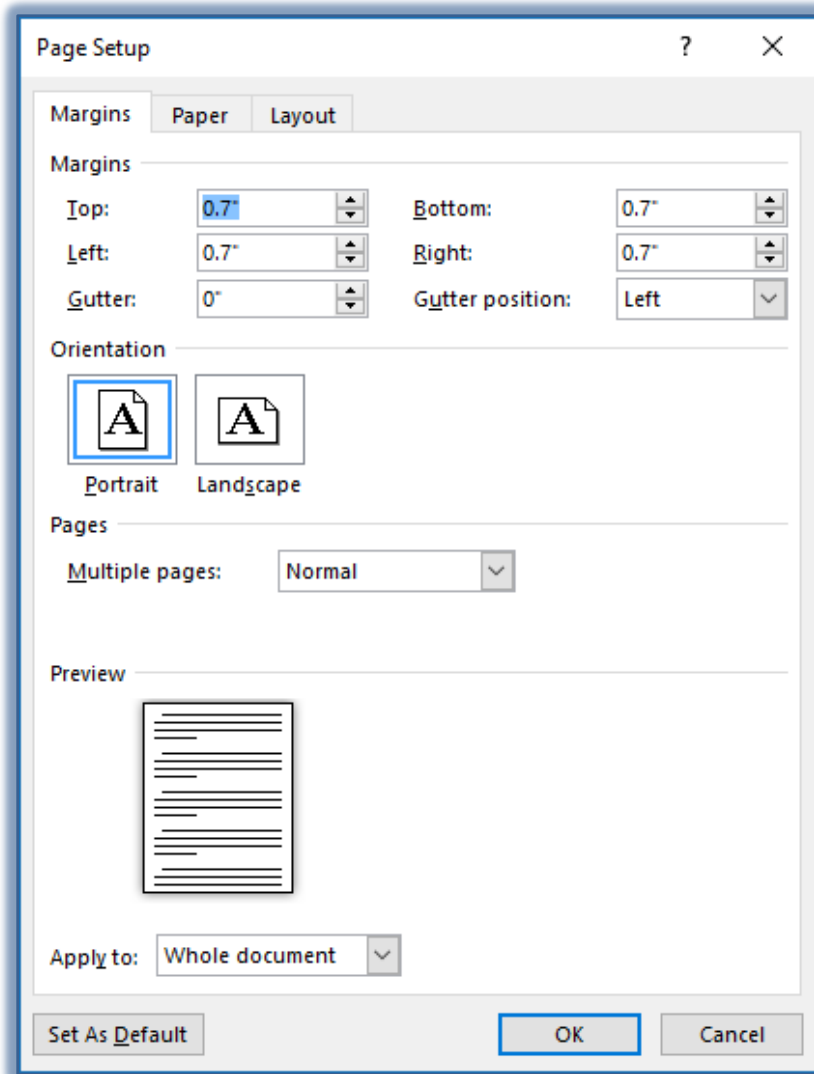
- A list of different margins will appear.



- Choose from one of the available options as shown in the listing.
- To set up Custom Margins, click the **Custom Margins** link at the bottom of the list.

## Page Setup Dialog Box

The **Page Setup** dialog box will display with the **Margins** tab selected.



- ☞ 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 point 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.

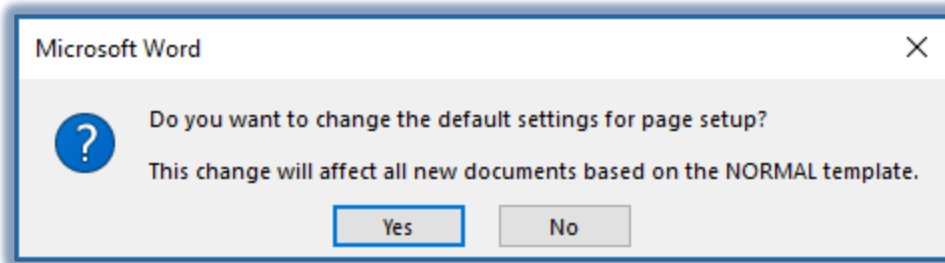
✦ When the page is folded, it opens like a book.

✦ 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 below).

