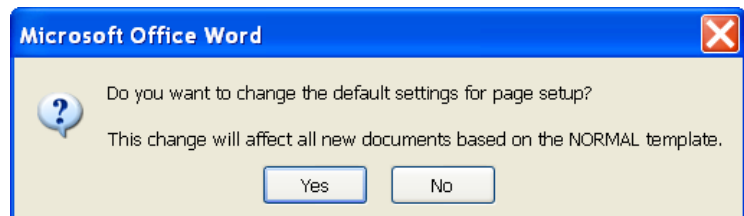
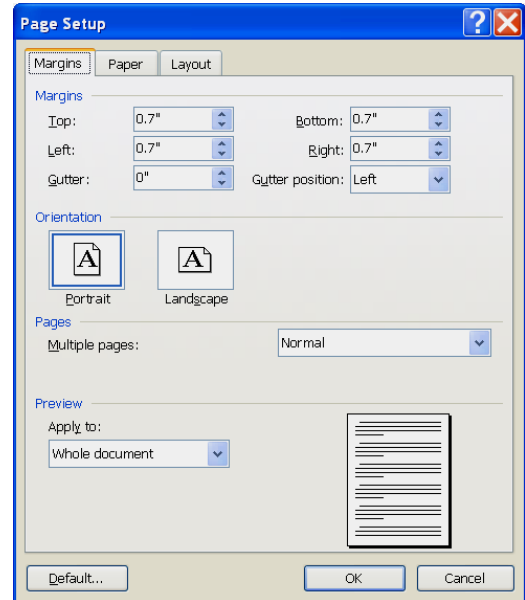


## Change Margins

### Changing Margin for Whole Document

- ❖ Choose **File** on the **Menu Bar**.
- ❖ Click the **Page Setup** option from the list that appears.
- ❖ Click the **Margin** tab, if necessary.
- ❖ 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 one-inch 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 same procedure for the Right Margins.
- ❖ The **Top** and **Bottom** margins will remain the same.
- ❖ To change the margin for the whole document, make sure that **Whole Document** appears in the **Apply to** box.
- ❖ To apply the changes to only a particular section of the document, click the **Apply to** list arrow and choose one of the options.
- ❖ 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. The text will print
  - **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 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 as the default for all documents:
  - Click the **Default** button at the bottom of the dialog box.
  - The message asking about changing the default settings for page setup will appear.
  - Click **Yes** to change the specified margins to the default.
  - Click **No** to exit the message without making the change.



### ***Use Portrait and Landscape Orientation in Same Document***

- ❖ Select the pages that the orientation is to be applied to.
- ❖ Click **File** on the **Menu Bar**.
- ❖ Click **Page Setup** from the list that appears.
- ❖ Click the **Margins** tab, if necessary.
- ❖ Click **Portrait** or **Landscape** under the **Orientation** area.
- ❖ In the **Apply to** box, click the **Selected text** option.
- ❖ **Section Breaks** will be inserted before and after the text.
- ❖ The new **Margins** will be applied to just the selected section.
- ❖ It is possible to click in a section or to select multiple sections and then change the margins.