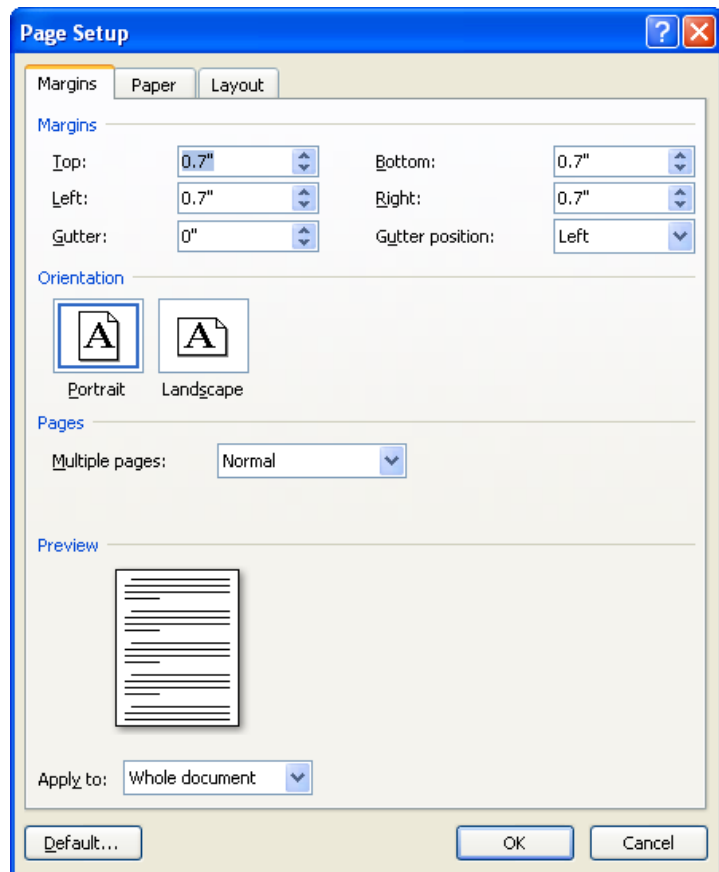
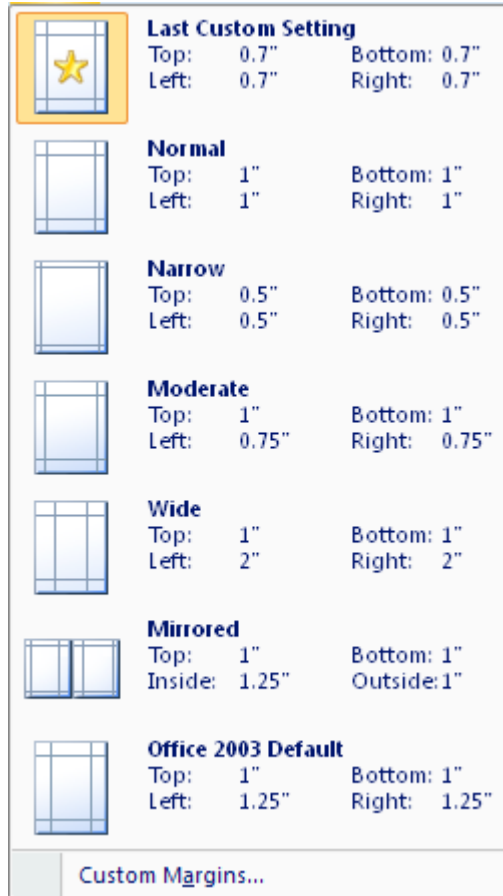
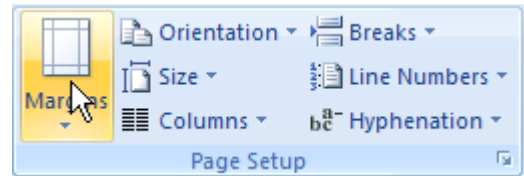


Change Margins

Changing Margin for Whole Document

- ❖ Click the **Page Layout** Tab.
- ❖ Click the **Margins Command** in the **Page Setup** Group (see illustration at right).
- ❖ 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.
- ❖ To apply different margins 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.
 - **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 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.
- ❖ 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 at right).
- ❖ The **Orientation** can also be changed by clicking the **Orientation** button in the **Page Setup Group** (see illustration at right).

