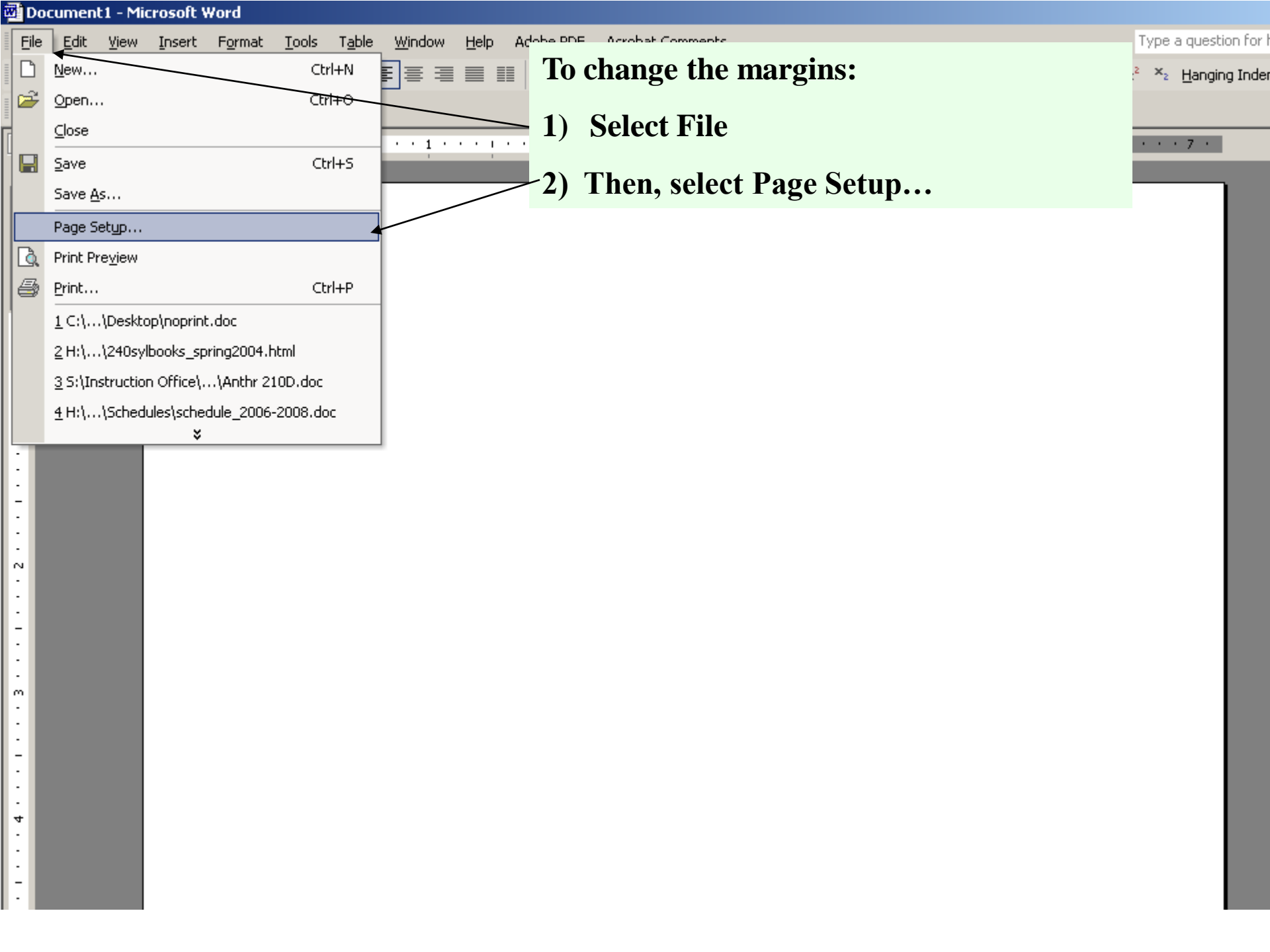


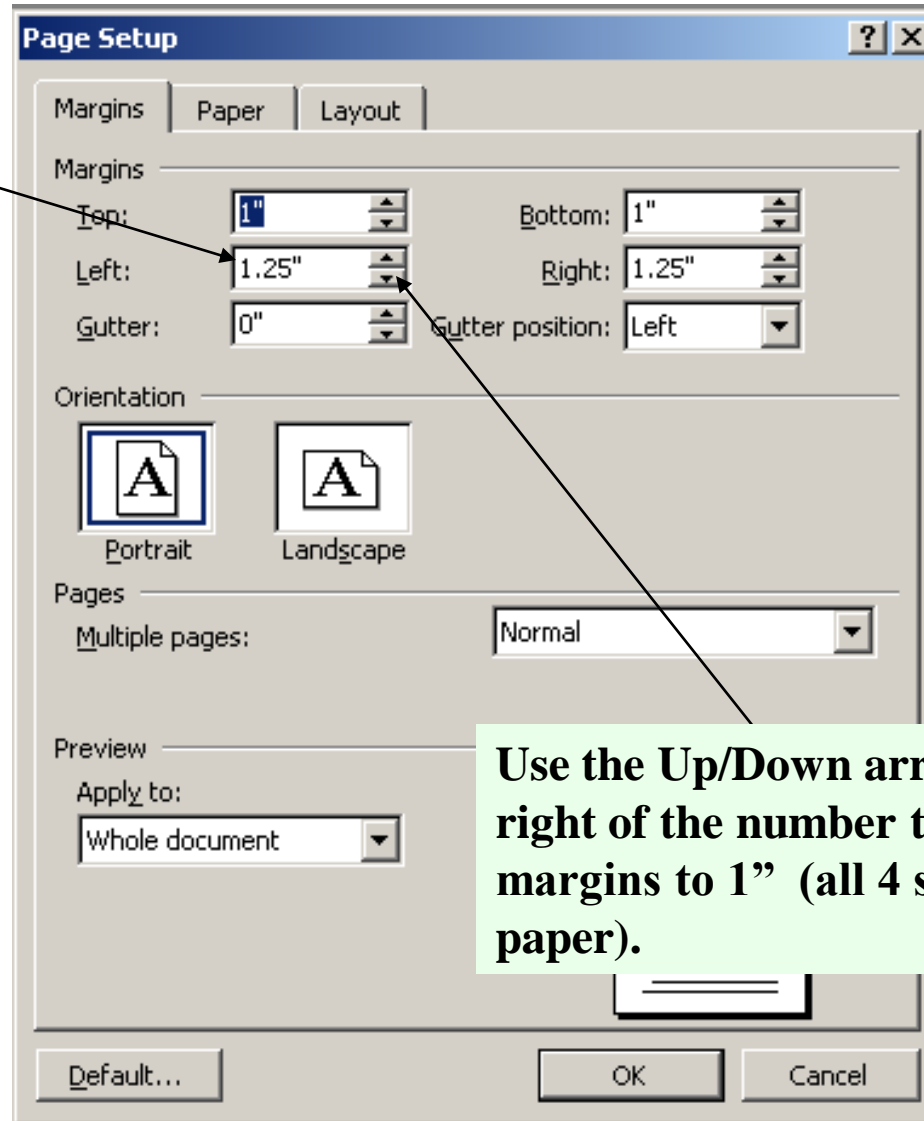
How to Change Margins



To change the margins:

- 1) Select File**
- 2) Then, select Page Setup...**

Notice that the Left and Right margins are 1.25”.

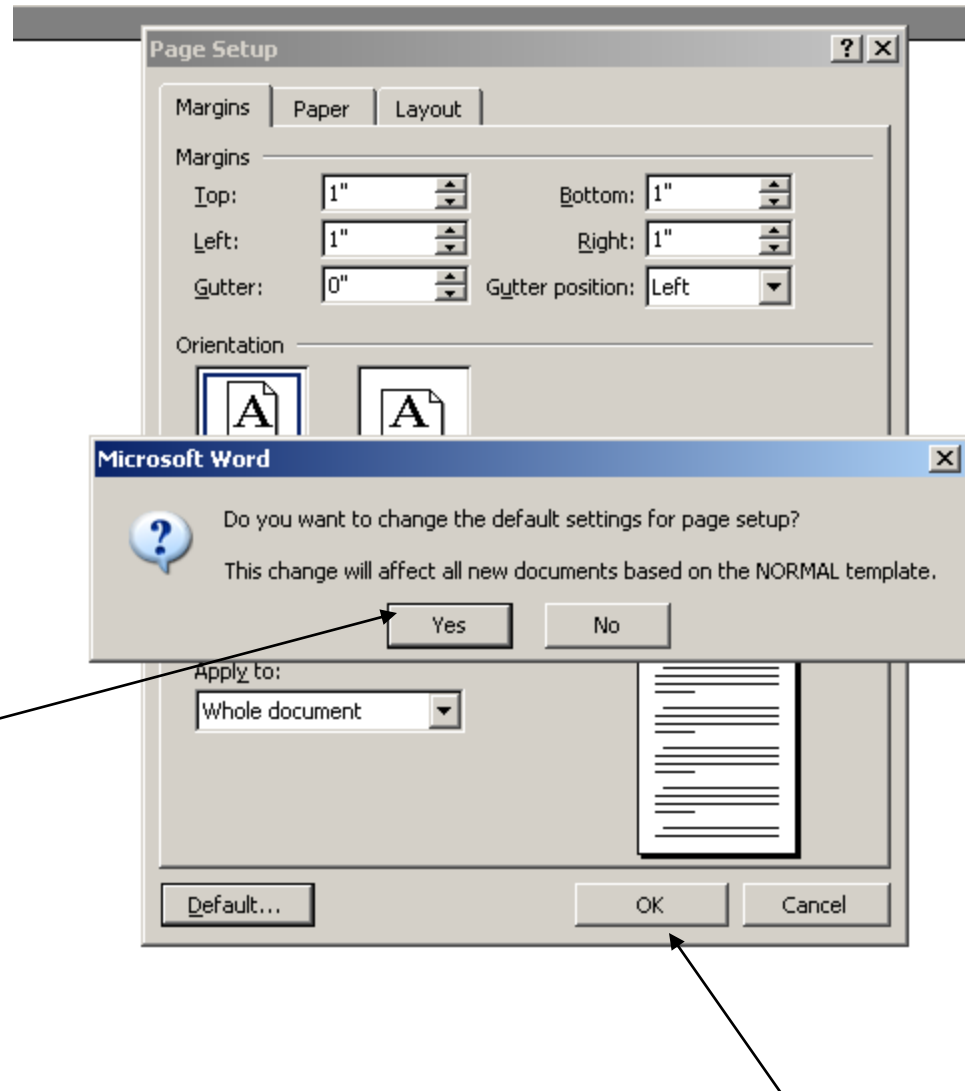


Use the Up/Down arrow key to the right of the number to change the margins to 1” (all 4 sides of the paper).

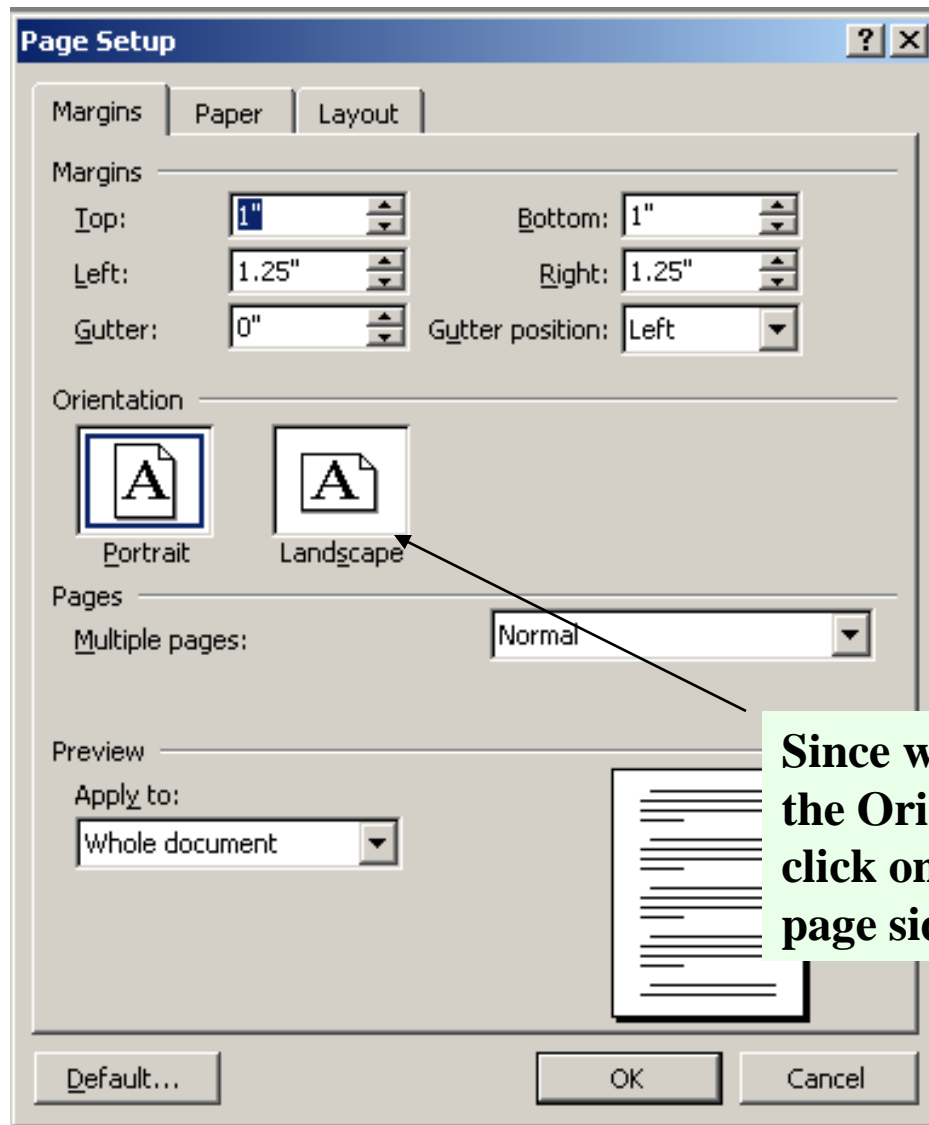
Want to make sure that all your papers are 1"?

1) Click on the Default button (in the bottom left corner).

2) This Dialogue box will appear. Click Yes. (You can always change the margin default back later).



Done? Click OK



Since we are here, also notice that the Orientation is Portrait. You can click on Landscape to turn the page sideways.