

# Setting page margins and orientation

## Microsoft Word 2003

1. File > Page Setup.

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2. Check/Set the following settings up:

## **Page Margins**

• Type margin sizes you wish for each margins in the Margins tab: Top, Bottom, Left, and Right

Page Setup		? 🔀	
Margins Paper Layout	Document Grid		
Margins   Iop: 2.54 cm   Left: 3.17 cm   Gutter: 0 cm	<u>R</u> ight: 3.17 cm		Margins
Orientation   Orientation   Portrait   Pages			You can manually type your desired centimeters in the box and press the TAB key to go onto the next one.
Multiple pages:	Normal	~	It is not necessary to click on the up and down buttons so many times.
Apply to: Whole document			
Default	ОК	Cancel	



#### Tip: Margins limits

Most printers have limits of how close they can print to the edge. They are not capable of printing all the way to the edge of the paper, because of the way that the printer handles paper.

When your document margins are too narrow, Microsoft Word returns an error message below.

One or more margins are set outside the printable area of the page. Choose the Fix button to increase the appropriate margins.	Microso	Microsoft Office Word					
make sure that your text is not cut off, click the <b>Fix</b> button to automatically increase the margin widt	1						
depends on the printer what the minimums of the margins are.	To make sure that you	r text is not cut off, click the <b>Fix</b> button to automatically increase the margin wid					
	t depends on the print	er what the minimums of the margins are.					

### Orientation

• Click Portrait or Landscape in the Margins tab

3. Click **OK** when you have finished changing the page setup.