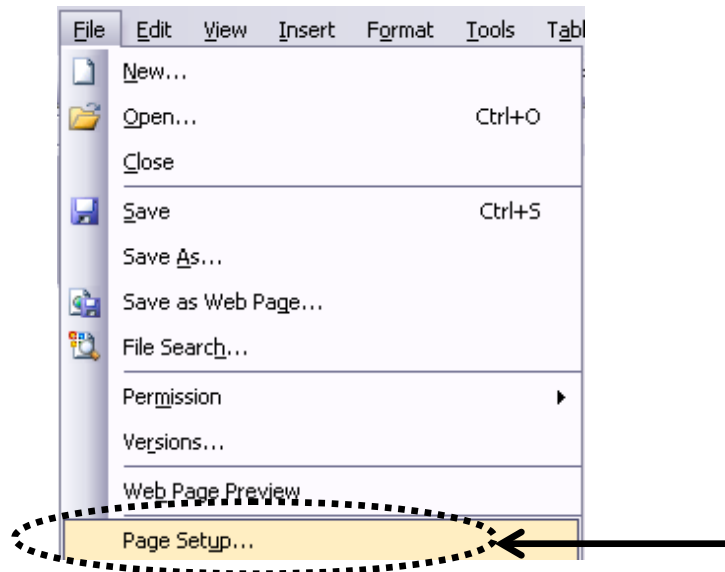


Setting page margins and orientation

Microsoft Word 2003

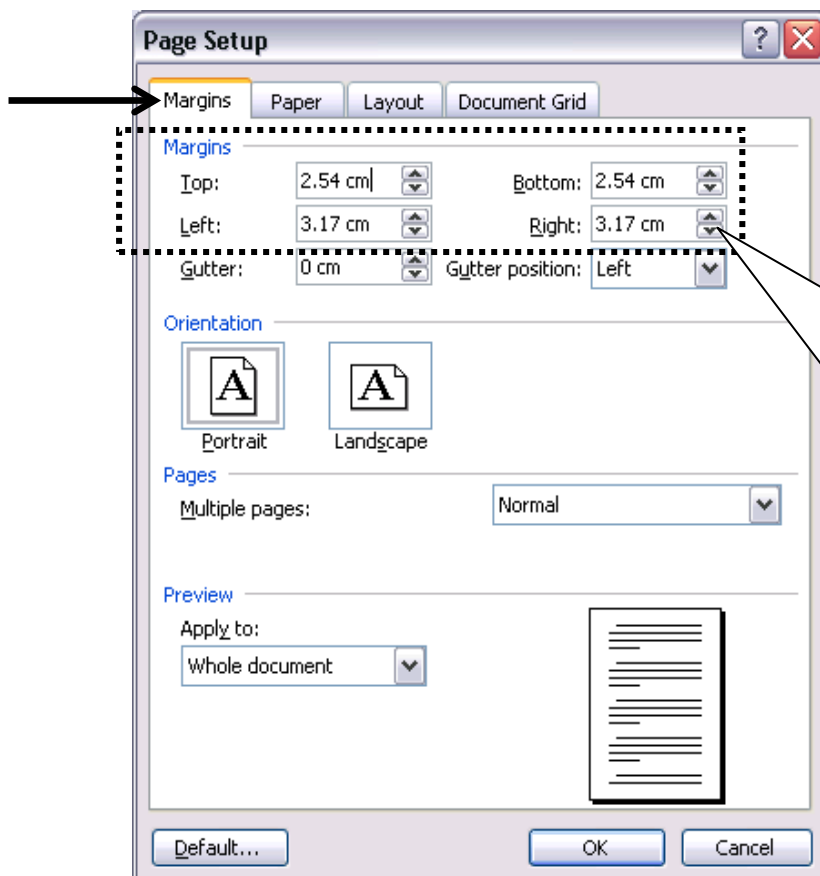
1. **File > Page Setup.**



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**



Margins

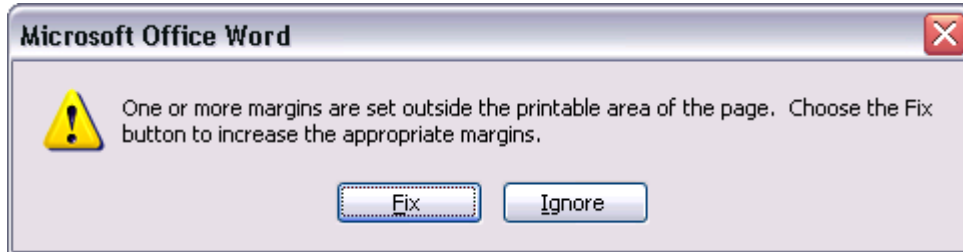
You can manually type your desired centimeters in the box and press the TAB key to go onto the next one.

It is not necessary to click on the up and down buttons so many times.

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.

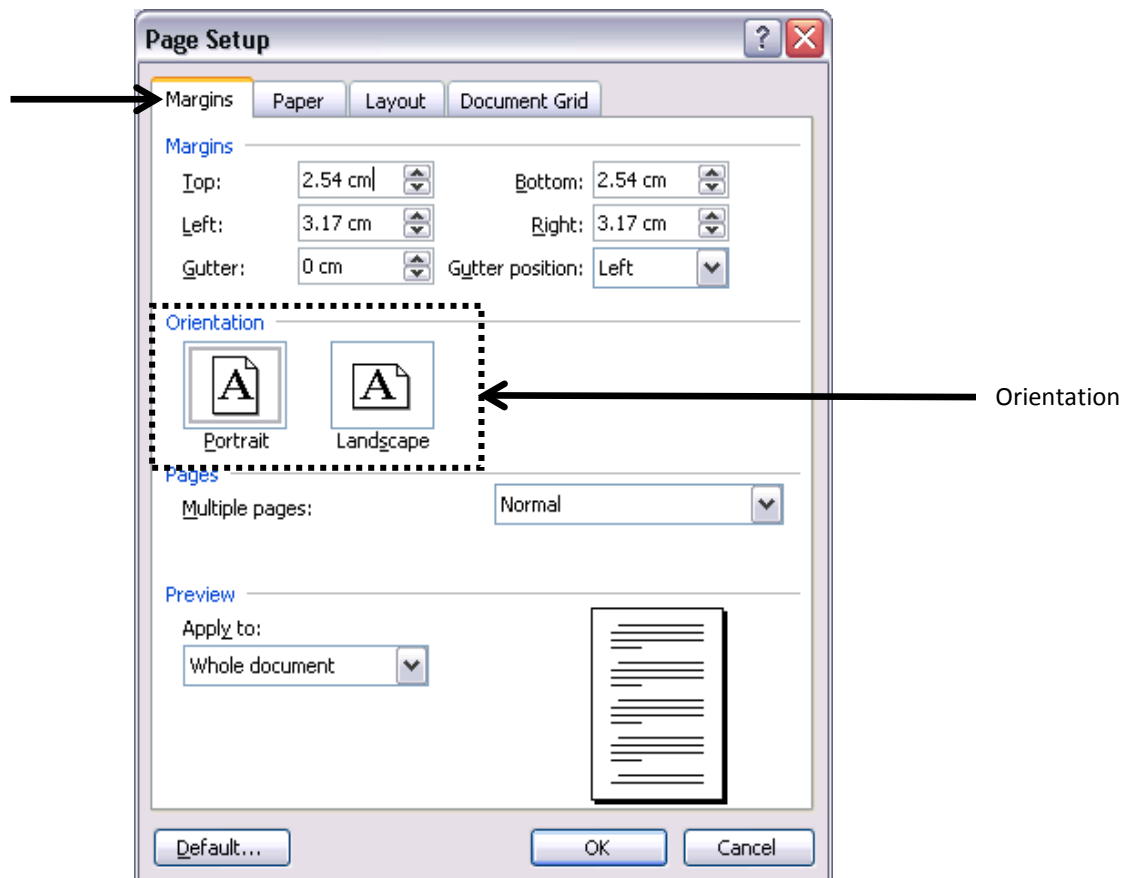


To make sure that your text is not cut off, click the **Fix** button to automatically increase the margin width.

It depends on the printer 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.