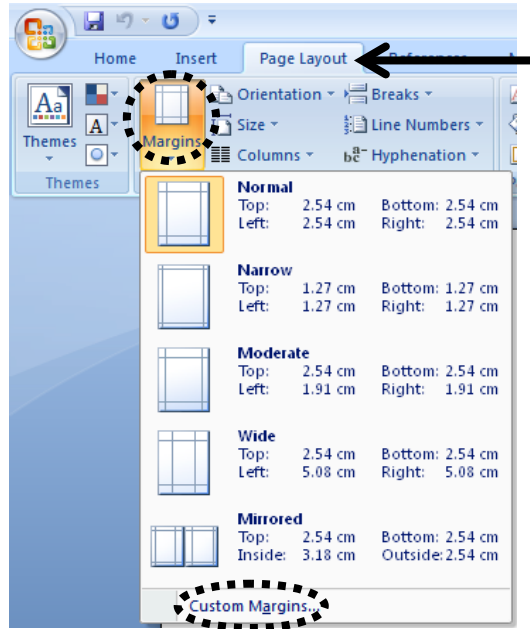MASSEY UNIVERSITY

Setting page margins and orientation

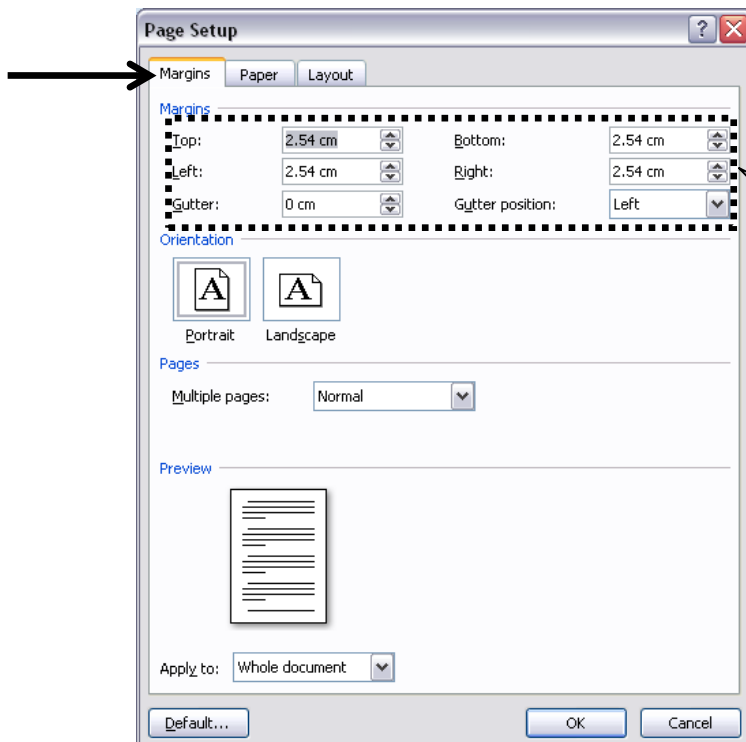## Microsoft Word 2007

1. **Page Layout > Margins**

2. **Select** from pre-defined **margins** or **click** on **Custom Margins**…

Custom Page Margins

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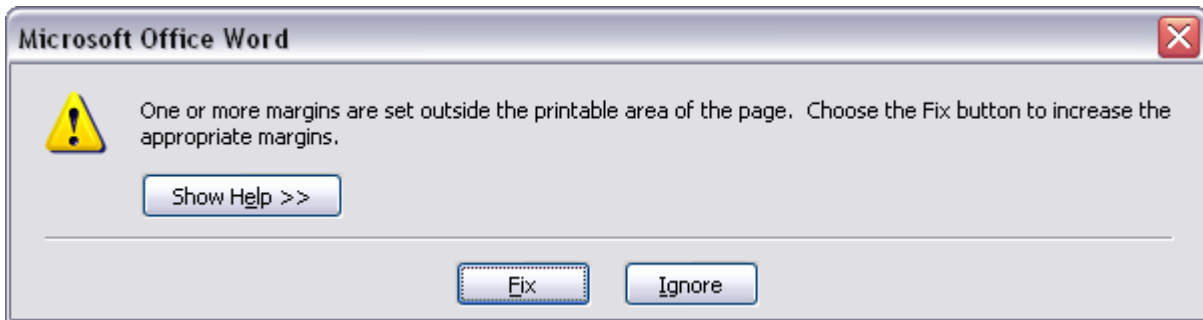

Margins

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.

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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.
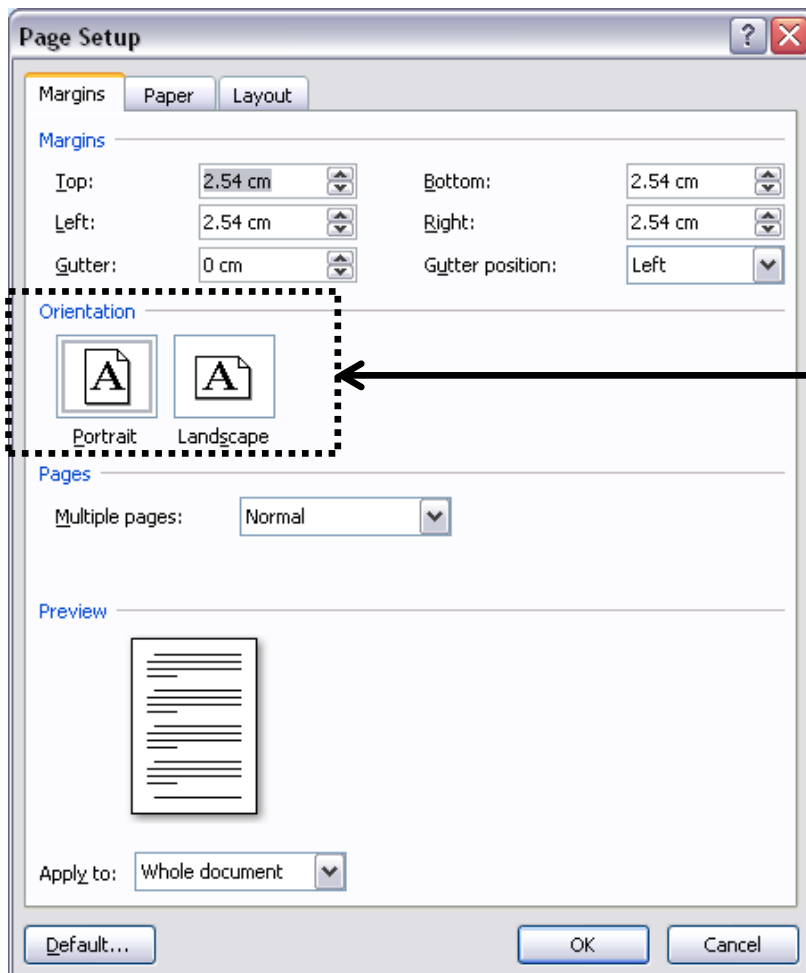

To make sure that your text is not cut off, click the **Fix** button to automatically increase the margin width.

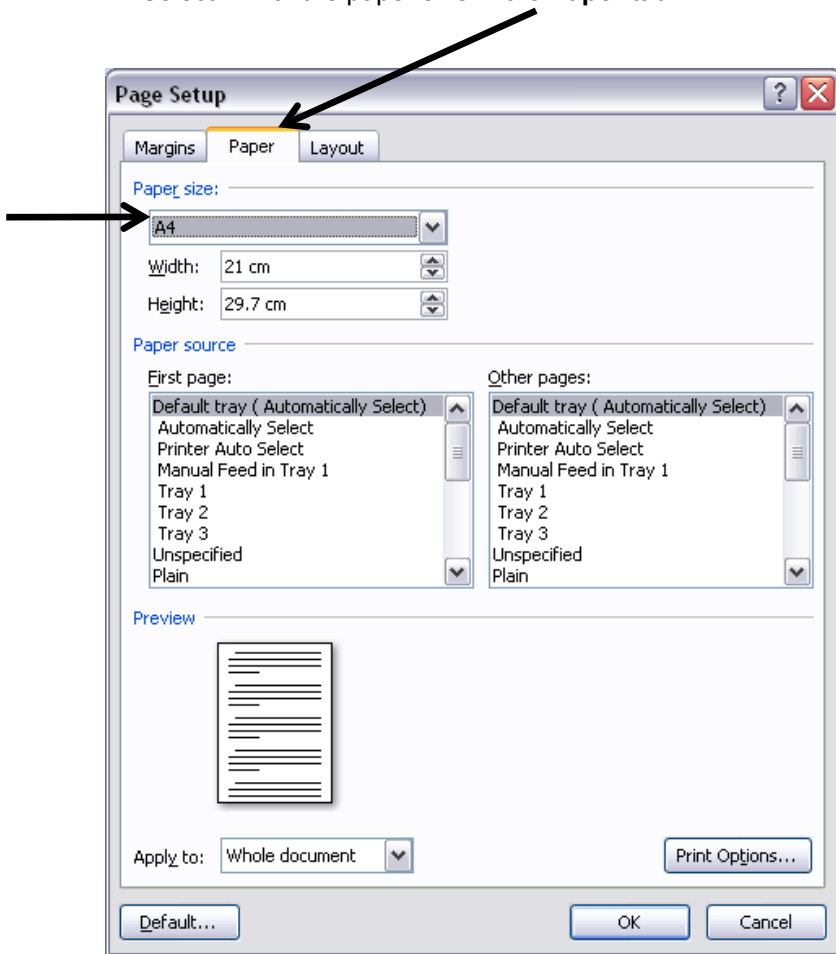It depends on the printer as to what the minimum margins are.

Orientation

- Click **Portrait** or **Landscape** in the **Margins** tab > Click **OK**.

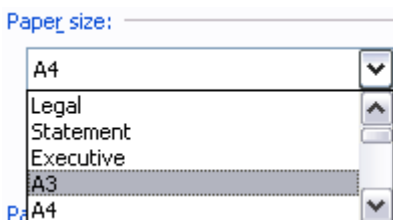Produced by Massey University Library Information Commons

Page Size

- Select **A4** for the paper size in the **Paper** tab

Tip: *A3*

When you are going to print your document in A3, it is best to set the paper size to A3 BEFORE you start working on the document. Printers will not print the document in A3 if it is set to non A3 paper size above.

If you change the paper size after you have done all your work, you will have to re-arrange the whole document because MS Word doesn't know how to set the contents from A4 to A3 automatically.

3. Click **OK** when all page setup settings are finished.