Set Your Margins

When you are printing a document, change the margins so that you can get more text on each page in these simple steps:

In Microsoft Word...

1. Select Page Layout

2. Select Margins. Margins are automatically set at 1” top and bottom, and 1.25” left and right. Scroll to Moderate or Narrow setting, or go to Custom Margins. Selecting smaller margins will mean using fewer sheets of paper.

3. Click “OK”

4. To make this your default, click the “Default” button, then click “OK”