

Microsoft Office 2007

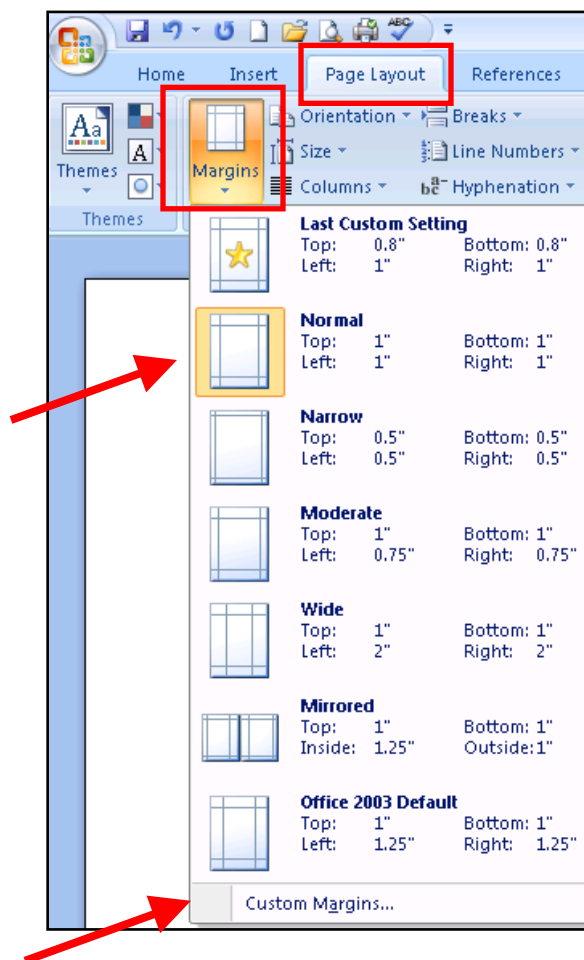
Setting Margins, Page Orientation and Paper Size in Microsoft Word

It is easy to change document margins, page orientation and paper size in Microsoft Word 2007. This **Low Threshold Activity** will cover the steps needed to change margins, page orientation and paper size using **Page Layout Tab** and **Page Setup Group**.

These commands can be found in the **Page Setup Group** on the **Page Layout Tab**. The **Page Layout Group** allows you to set margins, page orientation and page size.

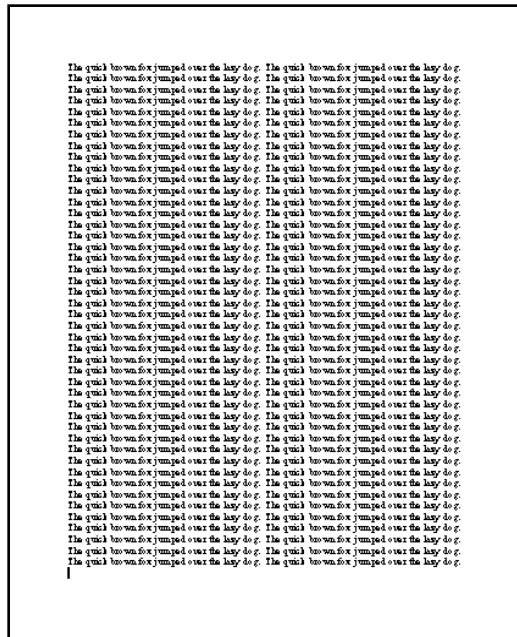
To change the margins in a document, click on the **Page Layout Tab** and then click the **Margins** button. Notice that **Normal** is highlighted. When opening a new document the default margins will be 1 inch on the top, bottom, right and left. There are a number of frequently used margin settings available such as Narrow, Moderate, Wide, etc. If the margins need to be decrease to ½ inch, simply click on the **Narrow** button.

To customize the margins, click on **Custom Margins...**



Decreasing the margin size will increase the amount of text on a page. Increasing the margin size will decrease the amount of text on a page.

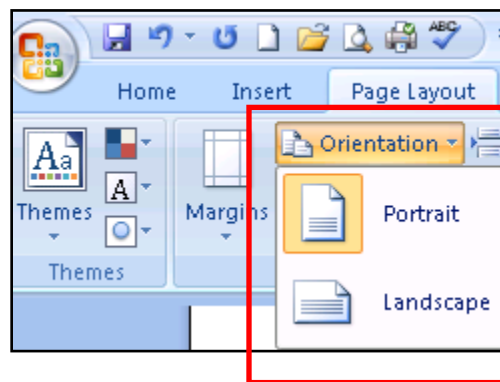
**Example of default margin settings:
one inch (1.0) top, bottom, right and left**



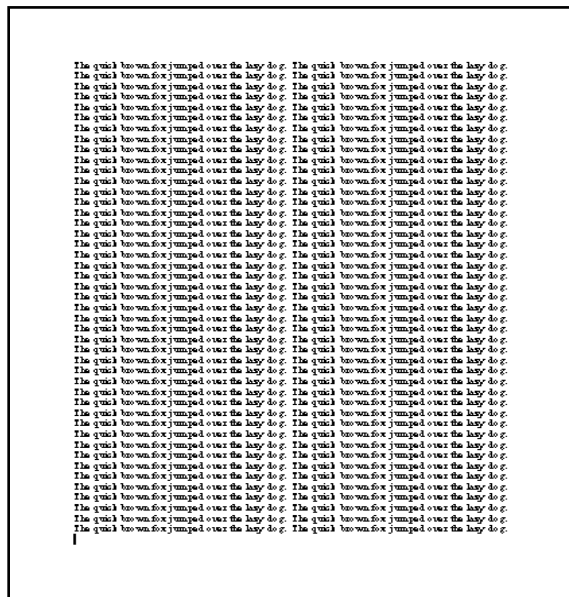
**Example of one half inch margins:
(0.5) on top, bottom, right and left**



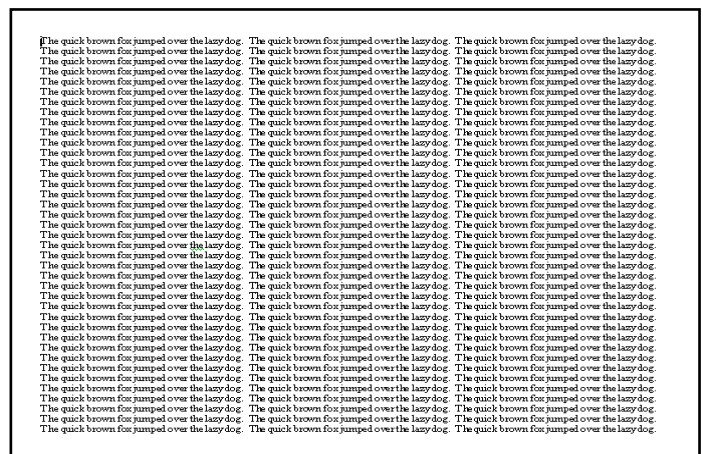
To change the orientation, click the **Orientation** button. Notice that **Portrait** is highlighted. To switch to the **Landscape** orientation, click the **Landscape** option.



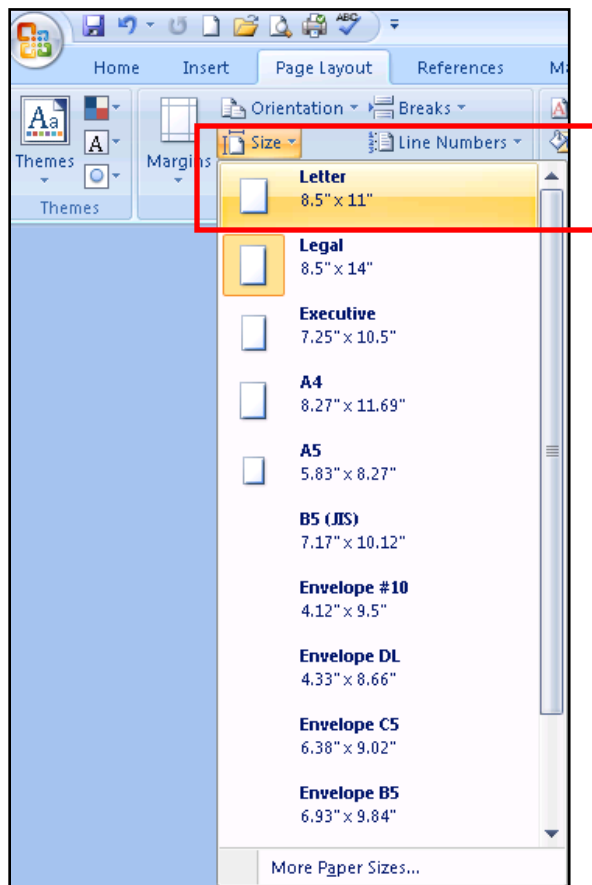
Example of Portrait Orientation



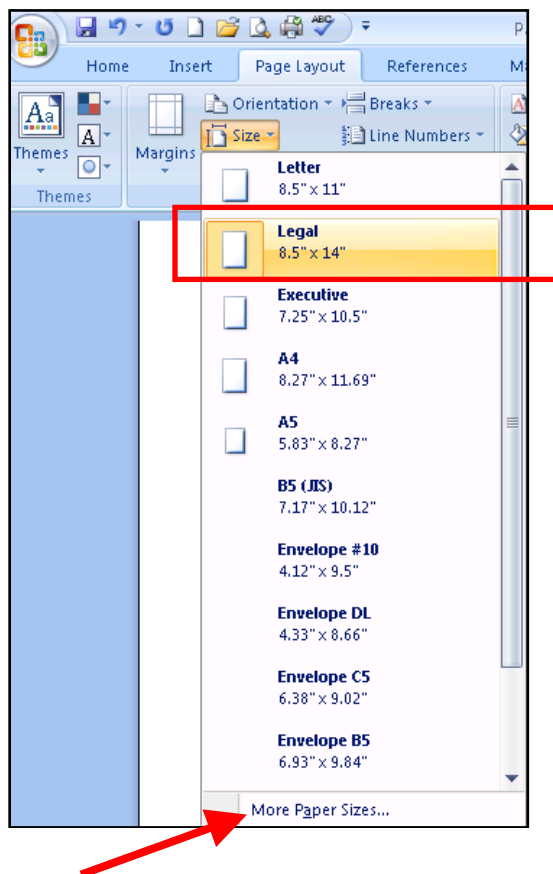
Example of Landscape Orientation



To change the paper size, click on the **Size** button. You have several preset page sizes to choose from. Notice that the default paper size is **Letter 8.5 x 11**.



If you wanted to change your page size to **Legal 8.5 x 14**, click on the **Legal** button. If you prefer setting your paper size using the **Size Dialog Box**, click on **More Paper Sizes...**



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<http://CTLSilhouette.wsu.edu/surveys/ZS36378>

Thank you!