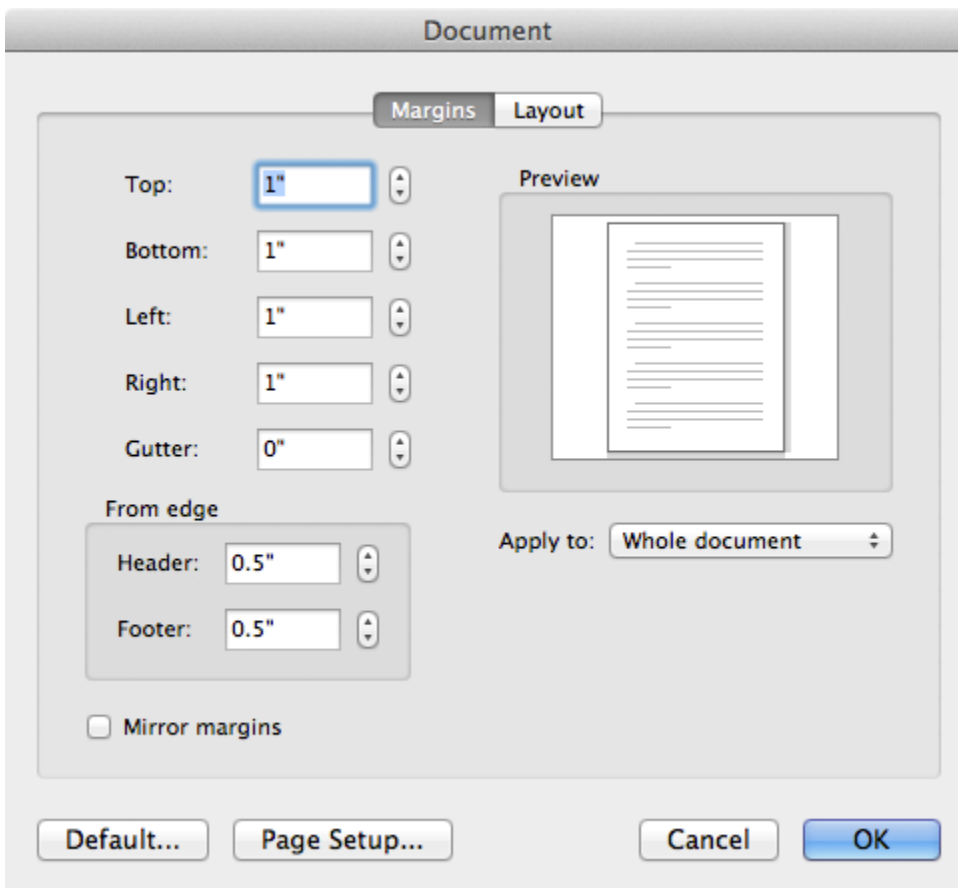


HOW TO CHANGE THE MARGINS IN A MICROSOFT WORD DOCUMENT

Creating a document in Microsoft Word for Mac? Depending on who you're creating the document for, you may have to change the document's margins. Many organizations such as schools and legal entities have very strict guidelines regarding the margins.

Here's how to change the margins in a Microsoft Word document on your Mac:

1. Open Microsoft Word on your Mac, and then create a new document.
2. From the **Format** menu, select **Document**. The window shown below appears.



3. Change the values in the the **Top**, **Bottom**, **Left**, and **Right** fields to adjust the margins. By default, all values are displayed in inches.
4. Click **OK**. The margins in the open document will be changed.

That's it! You've successfully changed the margins in your Microsoft Word document. When you save and the print the document, it will have the correct margins.

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