

PAGE MARGINS

Page margins are the blank strips around the edges of the page that do not contain any text and graphics (except for items such as headers, footers, and page numbers).

To set page margin sizes:

1. Click on **File**
2. Click on **Page Setup**
3. The **Page Setup** box will appear
4. Click on **Margins**
5. The **Top, Bottom, Left** and **Right** margins sizes appear here
6. Type in the new margin sizes
7. Remember to type **cm** after each number
8. Click **OK**

