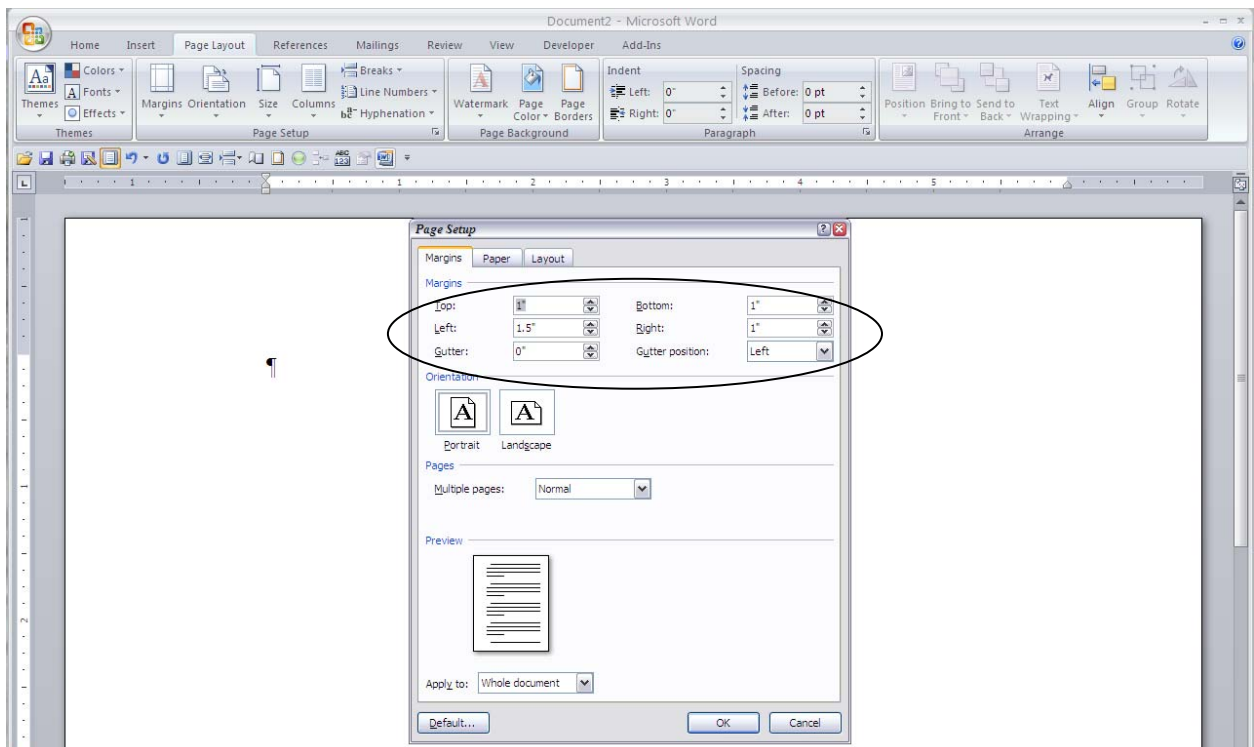
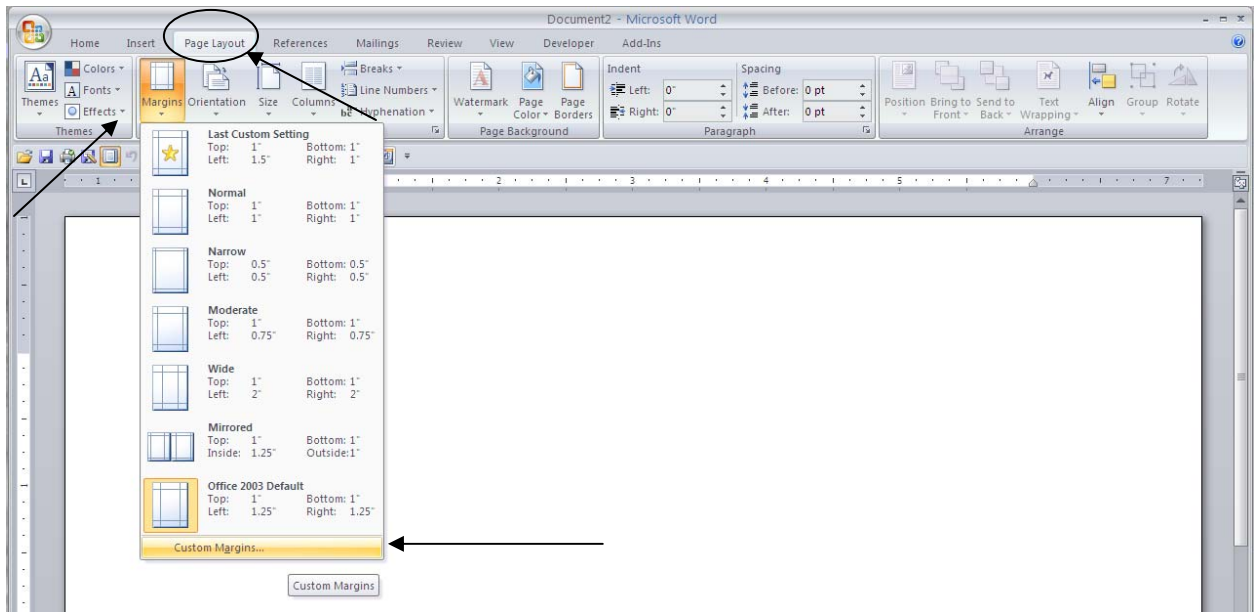


SETTING MARGINS Microsoft WORD 2007

First, set your margins, to do this click on “Page Layout” tab, choose “Margins.” If you have not pre-set the correct manuscript margins (Left 1.5”, Right 1”, Top 1”, Bottom 1”), select “Custom margins” and set them appropriately.



RULER SHORTCUT

Alternately, you can use the ruler (when turned on) to set margins. Just click and drag the margin area on the ruler (either left or right). You may have to click and drag the indents out of the way to grab the margin area on the ruler (scroll your mouse over the small square indent box then click and drag the little box at the bottom of the Left Indent to move it. Click and drag the Right Indent/Triangle to move it.

You know you have “grabbed” the margin area when you see a double-sided arrow on the ruler (like this \longleftrightarrow). Once you see this arrow, you can “slide” the margins left or right and make them larger or smaller on the ruler.

