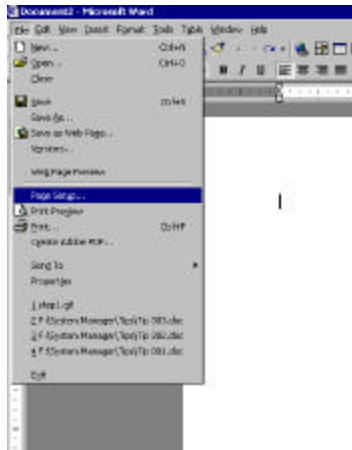


## Setting Margins for MS Word Document

**Step 1:** Open MS Word and go to **File** → **Page Setup**.

A Page Setup box window will come up and under the “Margins” tab it lists different margins for your page.



**Step 2:** The Page Setup box appears as seen below and under “Margins” highlight the numbers and change the margins to what you want. Then click ok.

