## 1. Margins

Newsletter 4th grade.docx - Microsoft Word		z X
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	Lad Custom Setting Top: 0.5" Bottom: 0.5" Left: 1.2" Right: 1.2"	5
	Normal Top: 1" Bottom 1" Left: 1" Right: 1"	
First we will set up the margins.	Top: 0.5" Bottom: 0.5" Left: 0.5" Right: 0.5"	
1. Click on Page Layout tab	Moderate           Top:         1"           Left:         0.75"	
2. Click on Margins <sup>\</sup>	Wide Top: 1" Bottom: 1" Left: 2" Plotte: 5"	
3. Click on Custom Margins	Mirrored         Mirrored           Image: State of the state of	
	Office 2003 Default Top: 1" Bottom: 1" Left: 1.25" Right: 1.25"	
	Custom Margins	

4. Set the Left margins to .5" and the Right margin to 3". If your paper is 8.5" wide and you have a 6" paper for your brochure, you will want 5" of text leaving .5" on both sides. So setting up .5" on the left and 3" on the right gives you a total of 3.5" of margin leaving 5" of text on an 8.5" paper.

Page Setur	< 8.5"	$\rightarrow$
Margins     1° $\bigcirc$ Bottom:     1° $\bigcirc$ Iop:     1° $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ Left:     .5° $\bigcirc$ Bight:     3° $\bigcirc$ Qutter:     0° $\bigcirc$ Gutter position:     Left $\checkmark$ Orientation     -     -     -     -     -	This will leave you a 5" column of text. $3$ "	$\rightarrow$
Bortrait Landgcape Pages Multiple pages: Normal		
Preview		
Apply to: Whole document  Set As Default OK Cancel		