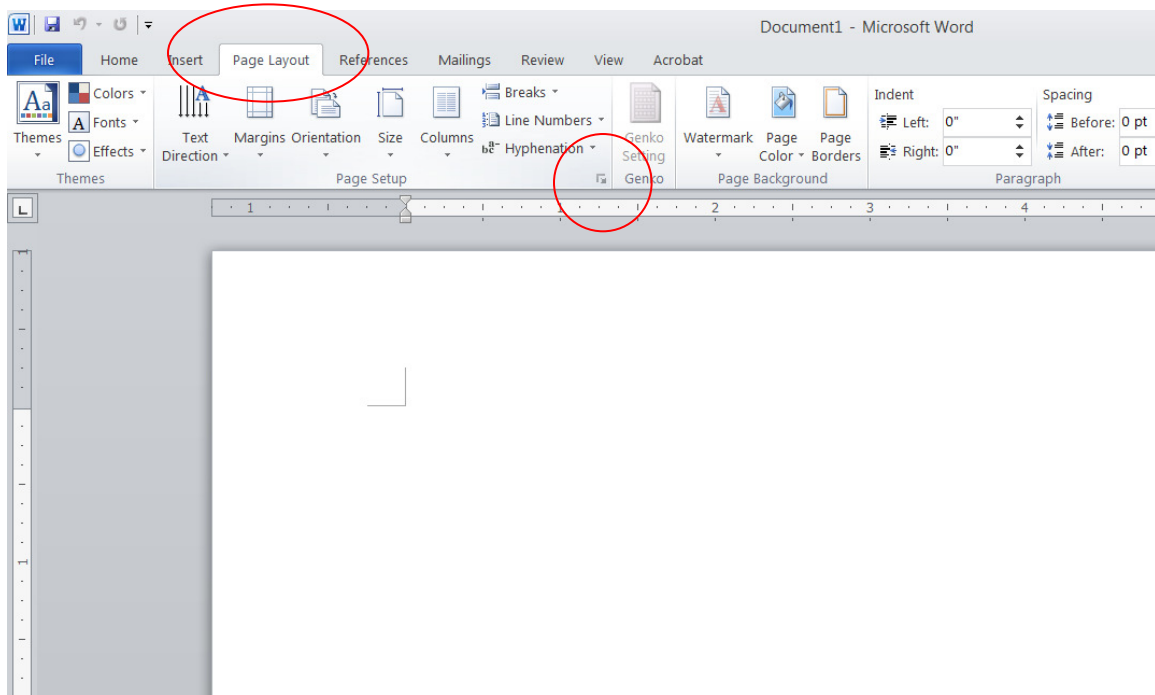
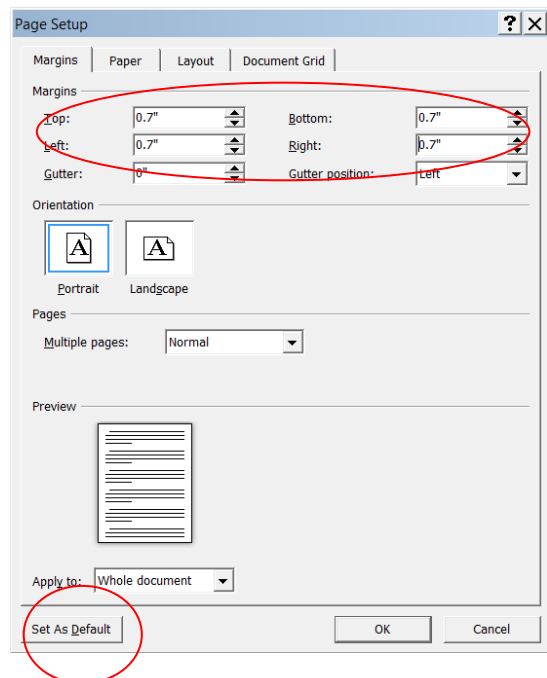


Setting narrower page margins

1. Open Microsoft Word (the version featured here is Word 2010. For other versions, screen options may vary slightly). Click on the 'Page Layout' overhead tab, then click on the arrow on the right-hand-corner of the 'Page Setup' box.



2. Under the 'Margins' tab, set lower values for the fields 'Top', 'Bottom', 'Left' and 'Right'. Click the 'Set As Default' button at the bottom left-hand corner of the window.



3. Select 'Yes' in the pop-up message. All new word documents based on this template will now have the margins you just set.

