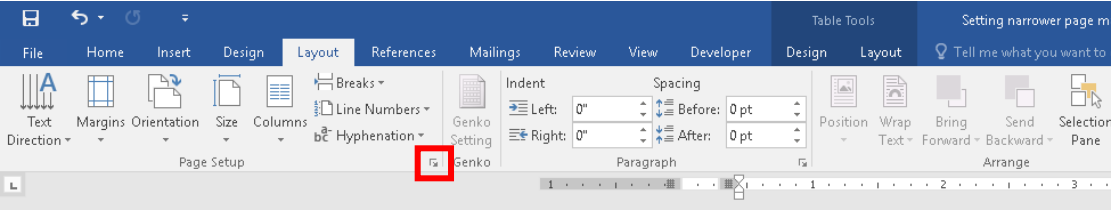
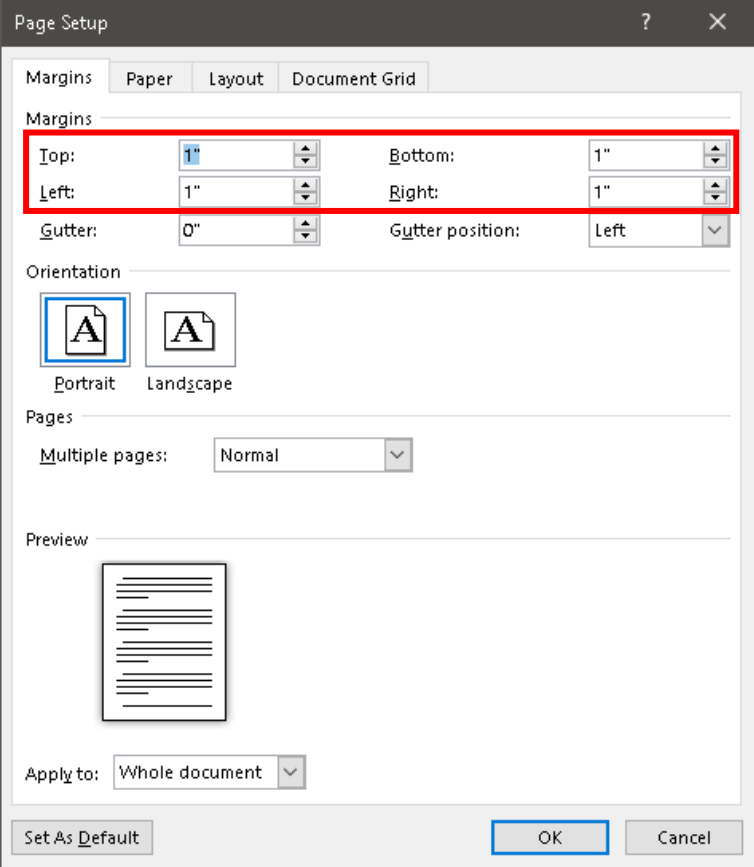


THE CHINESE UNIVERSITY OF HONG KONG
Social Responsibility and Sustainable Development Office
Green Tip: Setting Narrower Page Margins

Step	Instruction
1	<ul style="list-style-type: none">• Open Microsoft Word.• Go to 'Layout' tab and click on the arrow button on the bottom right corner.  A screenshot of the Microsoft Word ribbon. The 'Layout' tab is selected. On the far right of the ribbon, there is a small arrow icon pointing to the right, which is highlighted with a red square. The ribbon also shows other tabs like 'File', 'Home', 'Insert', 'Design', 'References', 'Mailings', 'Review', 'View', 'Developer', 'Design', and 'Layout'. The 'Page Setup' group is visible, containing icons for 'Text Direction', 'Margins', 'Orientation', 'Size', 'Columns', 'Line Numbers', 'Hyphenation', 'Genko Setting', and 'Genko'.
2	<ul style="list-style-type: none">• Go to the 'Margins' tab and set lower values for the 'Top', 'Bottom', 'Left', and 'Right' fields.• Click 'Set As Default'.  A screenshot of the 'Page Setup' dialog box in Microsoft Word. The 'Margins' tab is selected. The 'Margins' section is highlighted with a red rectangle. It shows four fields: 'Top' (1"), 'Bottom' (1"), 'Left' (1"), and 'Right' (1"). Below these are 'Gutter' (0") and 'Gutter position' (Left). The 'Orientation' section shows 'Portrait' selected. The 'Pages' section shows 'Multiple pages' set to 'Normal'. At the bottom, there is a 'Preview' section with a document icon and an 'Apply to' dropdown set to 'Whole document'. There are 'Set As Default', 'OK', and 'Cancel' buttons at the bottom.

3

- Select 'Yes' in the pop-up message. All new documents created will be based on this template.

