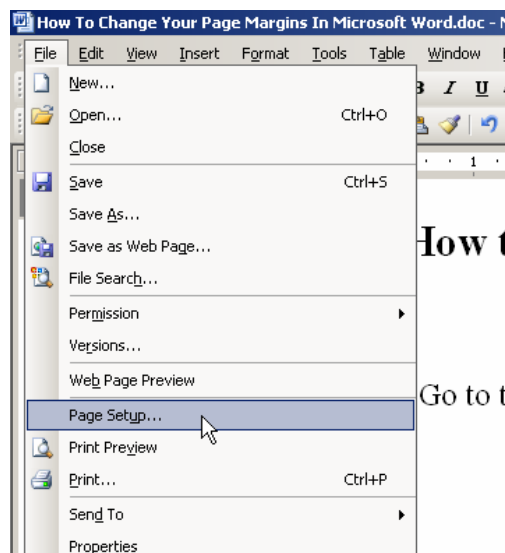


How to Change Your Page Margins In Microsoft Word

(part of the how to earn full credit on a lab report series)

Step one: Go to the **FILE** menu and scroll down to the **PAGE SETUP...** option



Step two: On the **PAGE SETUP** screen change your top and bottom, left and right margins to 1.

Step three: On the **APPLY TO:** menu select whole document.

Step four: While you are at it click the Default button to set your settings in stone. Now you will never lose points again for messing up your margins.

Step five: Click **OK** and you are ready to go.

