GREEN OFFICE PROGRAM

Reducing Your Margins

1. Select the Page Layout menu at the top of your screen

2. Select “Margins”

3. Select “Custom Margins” to manually set your margins. A dialog box much like the one pictured below should pop up on your screen.

   Using the margin controls, decrease the margins at the top, bottom, left, and right of the page as much as possible. This document, for example, has 0.5 inch margins.

4. Now that you have decreased your margins your document should now be all set. Don’t forget to print on both sides of the page!