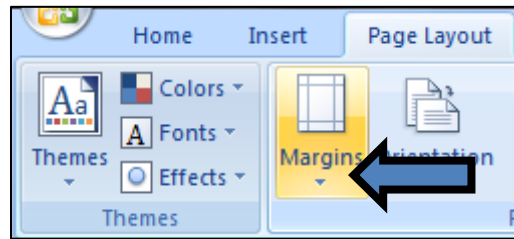
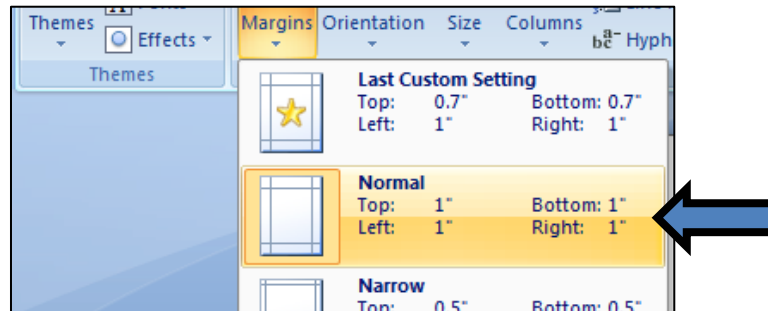


Setting Up Page Margins: Before You Write Anything

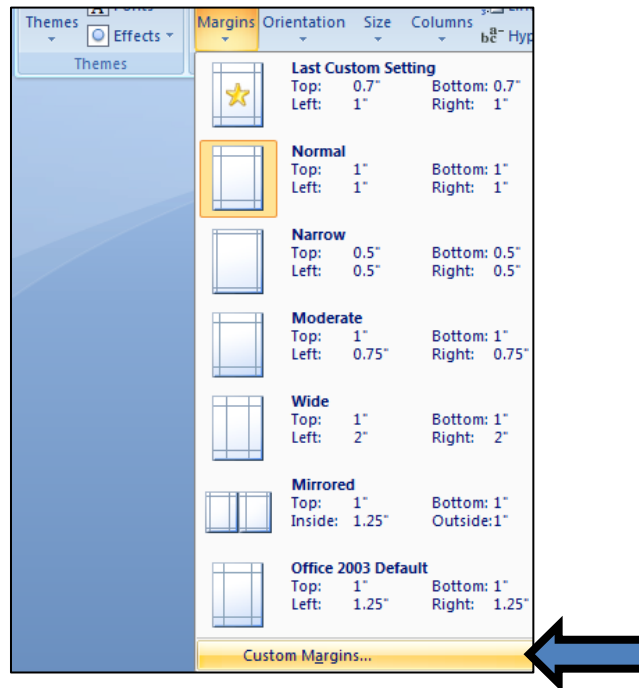
In your blank document, click on the Page Layout tab and hover over the Margins icon



Click the Margins icon and select the "Normal" setting



If your margin pre-settings have been altered, go to the bottom of the menu and click "Custom Margins"



Setting Up Page Margins: Before You Write Anything

Change all the margin settings to 1" for Top, Bottom, Left, and Right and click "OK"

