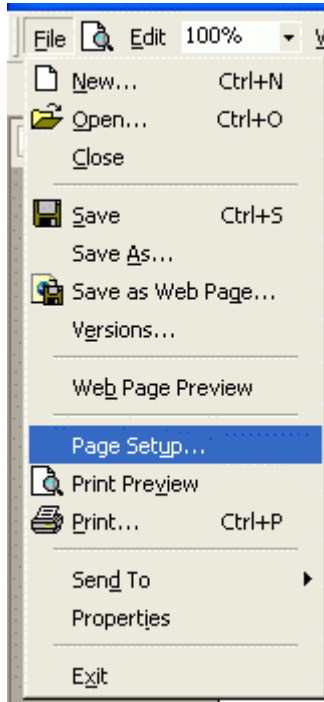


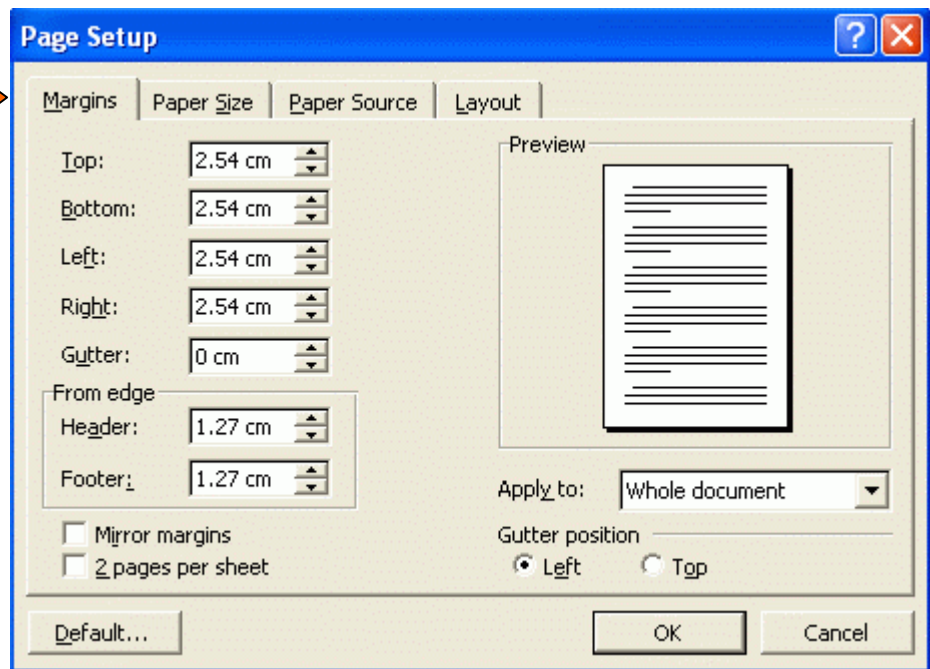
USING WORD 2000 TO SET MARGINS, ETC

Institutional guidelines usually specify page setup, i.e., margins and page numbering.

1. Go to the File menu and choose Page Setup....

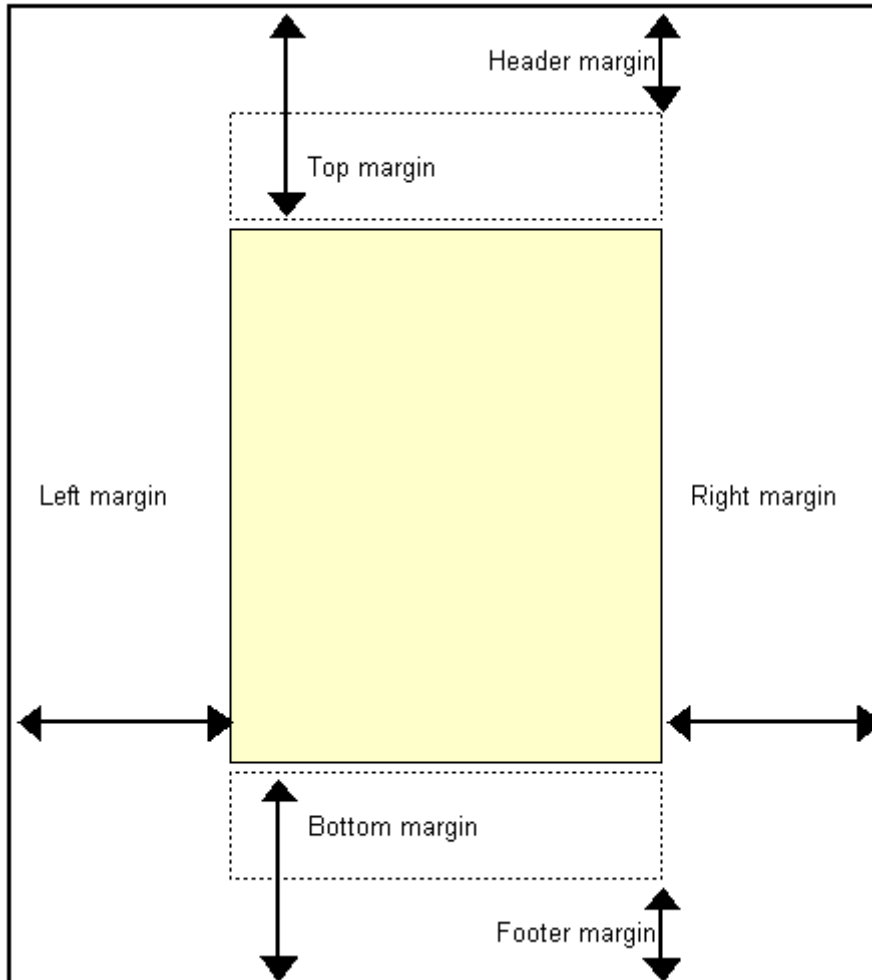


The Page Setup dialog box pops up with the Margins tab showing.



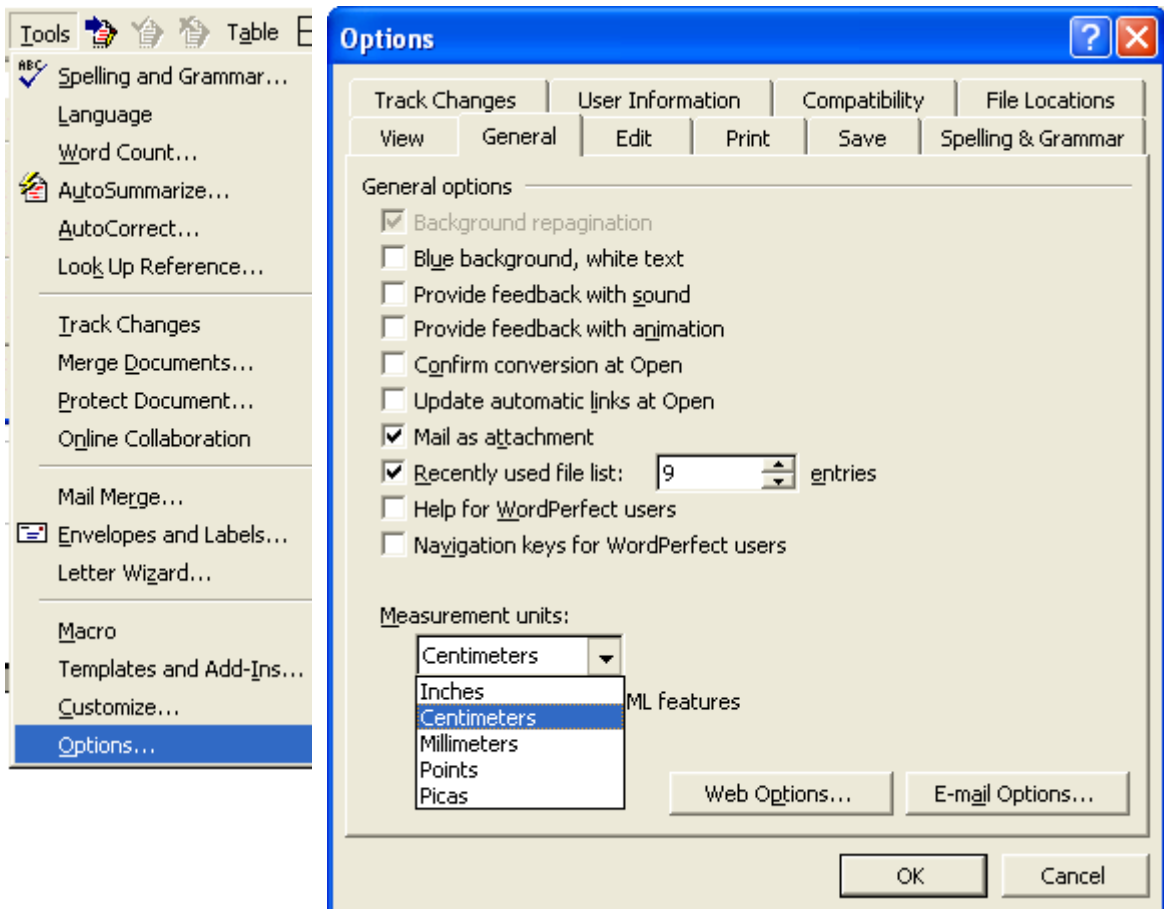
2. Enter the margins specified by your institution. You probably do not need to set header and footer margins but the diagram below shows how they are applied.

Diagram showing how Word applies margin settings



If Word displays measurements in inches and you need to enter measurements in centimetres, see below how you can change how Word displays measurements.

3. Go to the Tools menu and choose the Options option, as shown below left.



4. Go to on the General tab and choose from the Measurement units list box, as shown above right.

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