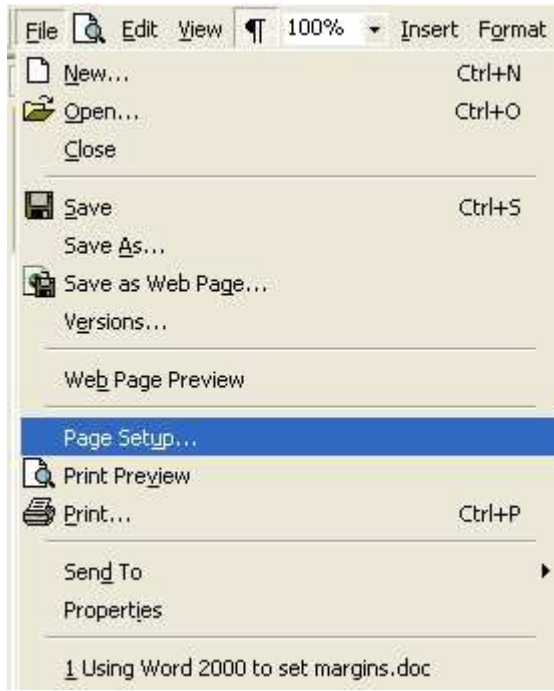


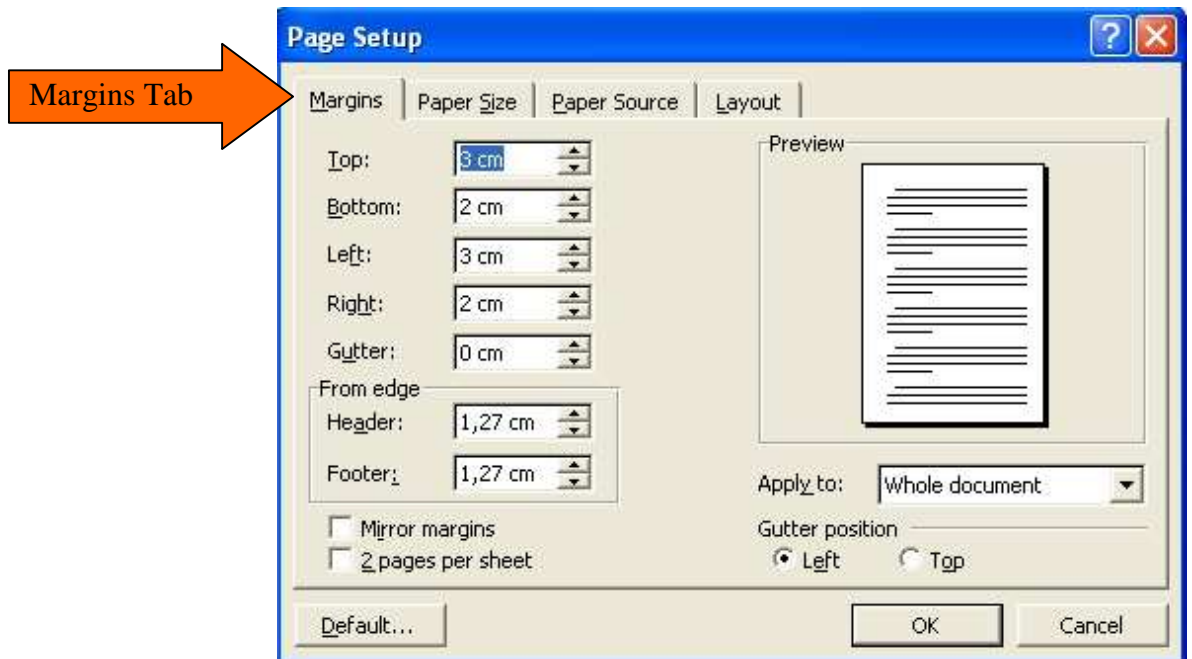
USING WORD 2000 TO SET PAPER SIZE

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

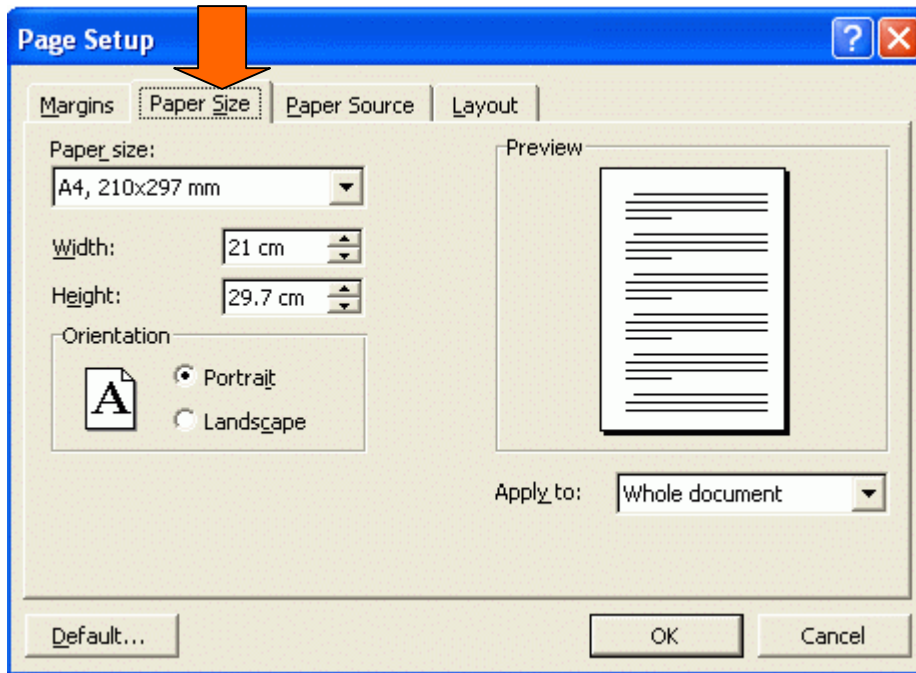
1. Go to the File menu and choose Page Setup....



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



- Microsoft's default page size is probably US Letter size so click on the Paper size tab to change it to A4 for South African use.



- If necessary, click on the down arrow (▼) beside the Paper size text box and select A4 from the dropdown list.

If you want all your documents to be A4 size, click on the Default button.

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