

Decrease Page Margins

When you're printing a document, change the margins so you can get more text on each page! It's as easy as **1. 2. 3.**

Manual Setup

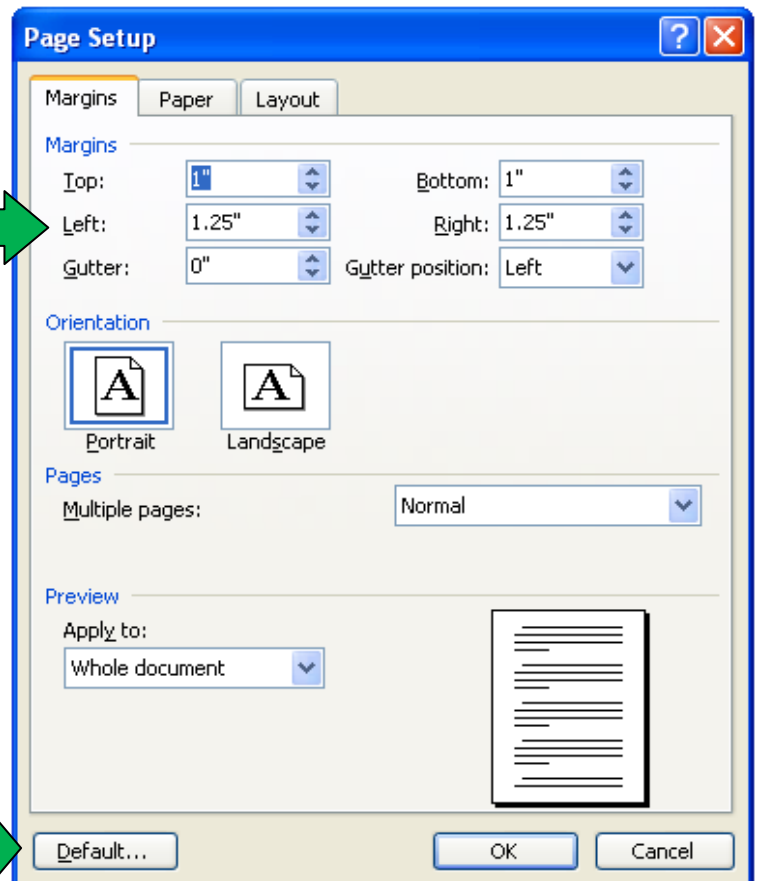
1. Select the **Page Layout** tab within your Microsoft Office Word Document
2. Margins are automatically set at 1" top and bottom and 1.25" left and right
3. You may select one of the recommended options for margins **OR** you can customize the margins to fit your specific needs

***** SMALLER MARGINS = LESS PRINTED PAPER *****

3. Click **"OK"** and you are good to go!

Default Setup

1. Same as **numbers 1 and 2** from above
2. Click on **"Default..."** to set the reduced margins as default in new documents
3. Click **"OK"** to apply the default settings



THE UNIVERSITY of NORTH CAROLINA
GREENSBORO
Office of Sustainability

