

Handbook Page Margins

(Please ensure all text and artwork fits within margins.)

Aspire (8.5" x 11")

Achieve (7" x 8.5")

How to Format Margins in Microsoft Word for Aspire and Achieve handbooks

PC

1. Select *File* on top Menu bar
2. Choose *Page Setup*
3. Click on *Margins* tab
4. Set *Margins*:
 - Top .5
 - Bottom .5
 - Left .5
 - Right .5
 - Gutter 0.0
5. Set *Orientation* to Portrait
6. Set *Pages* to Normal
7. Under *Preview* set *Apply to:*
to *Whole Document*
8. Click *OK*

Macintosh

1. Select *Format* on top Menu bar
2. Choose *Document*
3. Click on *Margins* tab (top)
4. Set *Margins*:
 - Top .5
 - Bottom .5
 - Left .5
 - Right .5
5. *Apply to:* Whole Document

If you prefer, you may download a Microsoft
Word template from our website:
www.actionagendas.com.