

Handbook Page Margins

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

Advance (5.25" 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	1.5
Right	1.5
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	1.5
Right	1.5
5. *Apply to*: Whole Document

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

1.5" side margin

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