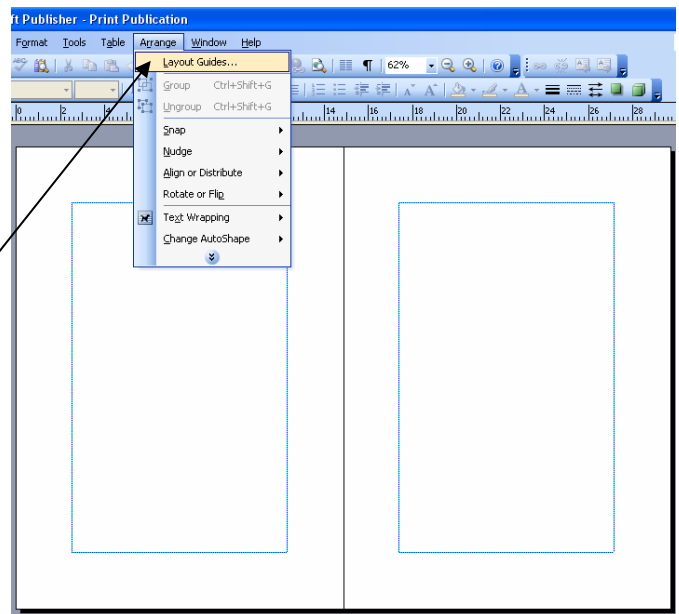


Setting larger page margins Publisher (Office 2003)

The blue default guidelines are often set to be too small, thus not giving you enough space in which to create your booklet.

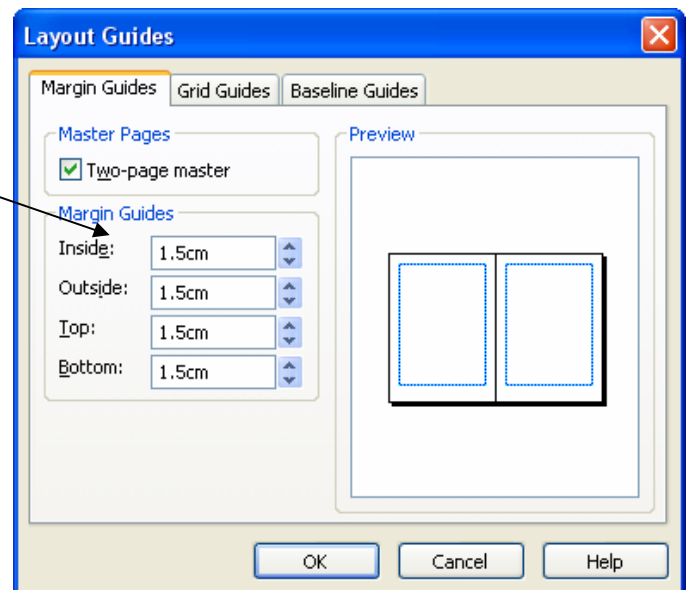
To increase the size of the guidelines, go to the 'arrange menu' and choose 'layout guides'



Change the inside, outside, top and bottom margin guides to a smaller size. Here we have changed them to 1.5cm.

Experiment and see which size is the best option for you.

When you are happy, click 'ok'.



You may:

- Guide teachers or students to access this resource from the teach-ict.com site
- Print out enough copies to use during the lesson

You may not:

- Adapt or build on this work
- Save this resource to a school network or VLE
- Republish this resource on the internet

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