W.4  We have an office policy to use reduced paper margins in order to decrease the length of documents we print.

Intent  Reducing the paper margins on documents decreases the document length, thus decreasing the number of pages used to print. This saves paper, saving money and valuable natural resources.

Point Value  2 points

Instructions  How to change the size of your paper margins in Word 2010:
1.  Go to the ‘Page Layout’ tab.
2.  Click on ‘Margins’
3.  Select ‘Narrow’ to use the default setting for small paper margins or ‘Custom Margins...’ to select your own settings.
4.  If you chose ‘Custom Margins...’ type in the size margins you wish to use in the pop-up box to change the sizes. Often, side margins of .75”, top margin of .75”, and bottom margin of .5” is a change barely noticed by the reader.

Resources  For more technical assistance, or for older versions of Word, please see:

You can also search ‘change page margins’ here and use the drop-down menu to choose your version of Word: