How to Setup and Adjust the Page Layout in Microsoft Word

Follow these steps to properly setup and/or adjust your page properties. Please make sure to complete these steps **BEFORE** starting your document. If the document is already started or if it’s finished, make sure all text is highlighted before following these steps.

(1) Near the top of the page click the “Page Layout” tab. (Circled in picture)

(2) From this menu you will be able to adjust your Margins. Click “Page Setup” (Circled in picture) and adjust accordingly and when finished click “Ok”.

(3) To change the Line spacing click “Paragraph” (Circled in picture). Adjust line spacing and such as needed. Click “Ok” when finished.