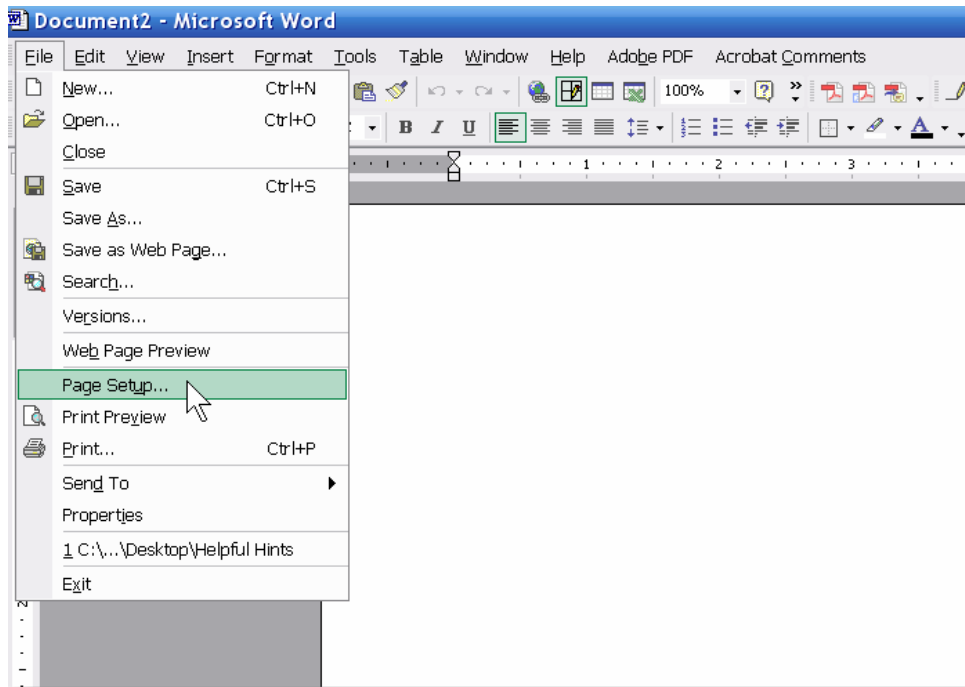


Helpful Hint #1 - Changing the document margin size to the industry standard of 1"



Step 1: Click on "File," then "Page Setup"

Step 2: When the "Page Setup" dialogue box appears, make sure the "Top", "Bottom", "Left", and "Right" margins are set at 1". DO NOT CHANGE ANYTHING ELSE.

Hint: Before clicking on "OK", click on the "Default" button. When it asks, "Do you want to change the default settings for page setup?", click on "Yes". This will save you from having to change the margin size every time you create a new Word document.

