

SET CUSTOM PAPER SIZE MICROSOFT WORD

In Word for Mac, you can choose a predefined paper size from a list and change the paper size for all pages in your document, for a specific page, or for a.

Selecting Custom Margins If you frequently use a paper size that differs from the default size for example, US Legal , you can set new defaults that Word uses when you create a new document. PDFs are very flexible on margins, and you may notice your problem disappear entirely. Microsoft Word is the most popular word processing software in the world. Create a custom page size Select the Page Design tab. At this point you should be able to save your document, and the next time you work with the document, the margins remain the same as you set them. Adjusting page size The page size of the document will be changed. How to Set Up a Customized Paper Size If you don't see the size you want in the drop-down menu, you can set up any specific size you want. Change the orientation of the page You can change the orientation of your page to and from Portrait and Landscape. The name of the tab will differ, depending on your version of Word. On the Format menu, point to Document, and then click Page Setup. Learn more about Allen When you have finished selecting your paper size, click OK. Optional: Download our practice document. Click to select the Create a New Form check box. Figure 1. This is frustrating, and Richard wonders how he can get the precise paper size he needs. Select Other or the name you gave the customized size in the drop-down paper size menu. If you are using the example, change the margins to Narrow. If not, click the drop-down selector at the top of the box and select Page Attributes.