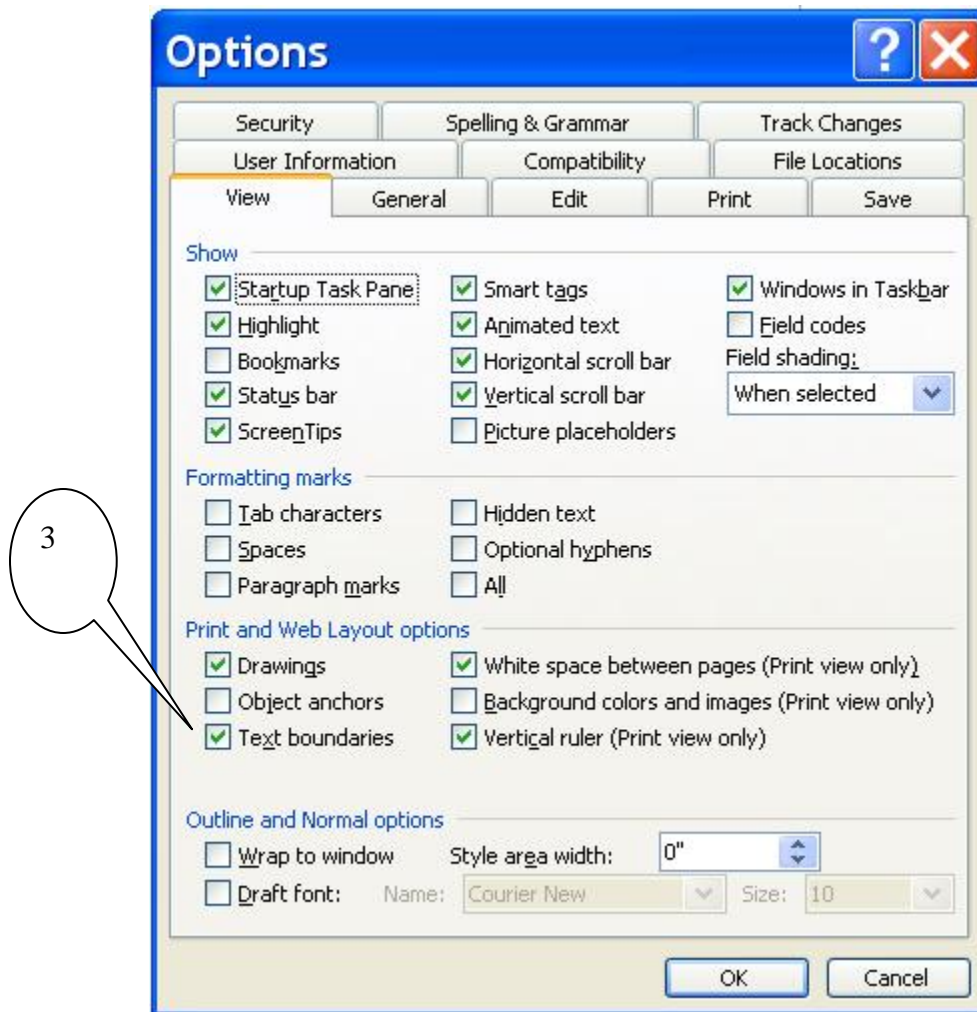


9-11-06

Viewing Margin Guidelines in Word

If you are a former WordPerfect user who is accustomed to seeing the margin guidelines on your page, you may want to turn on the feature called “Text Boundaries” in Word. Here’s how:

1. Choose Tools, Options
2. Select the View tab
3. Under Print & Web Layout options, check the “Text Boundaries” option



4. Click OK
5. Select View, Print Layout (you won’t see the boundaries when in “Normal” view.)