

To Set Margins

This lesson plan template has been designed to be printed on two pages in landscape format. Because not all printers have the same "print area," your printer may not print each sheet on one page. You may need to set your printer area:

For Office 2007, click on Page Layout tab

Click on the arrow on the bottom-right of Page Setup

On the dialog box that pops up, click on the Margins tab

Set the top and bottom margins to 1" and the left and right margins to .75"