



# How To:

## Change Margins

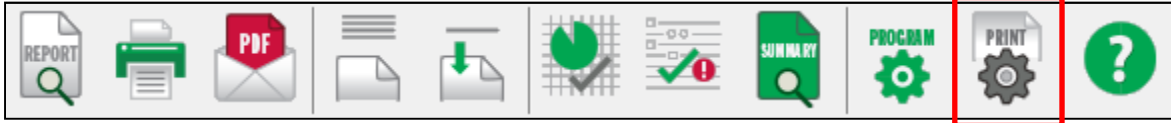
**This step by step How To article explains how to change page margins on the printed report**

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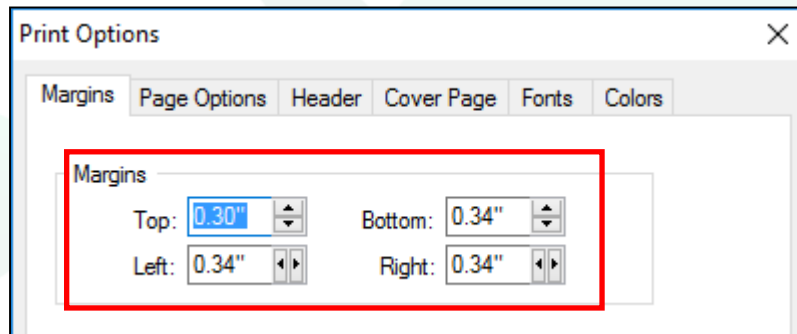
# HOW TO: CHANGE MARGINS

You can change the top, bottom, left and right margins on the pages of your inspection report.

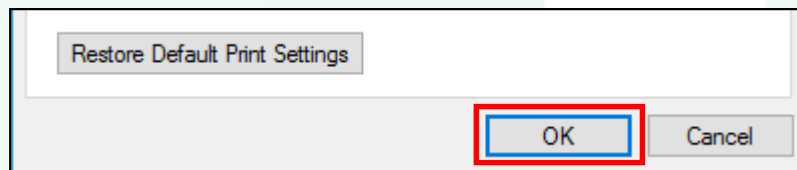
1. The first step is to click on the Print Settings icon from the Toolbar.



2. This will bring up the Print Options window and the 'Margins' tab. At the top of this tab you have your four margins. You can change them by either clicking on the up and down arrows to the right of each or by clicking in the entry box and typing in the desired margins.



3. When you have finished setting up the margins as you want click on 'OK' in the bottom right corner.



4. You have now modified the page margins.