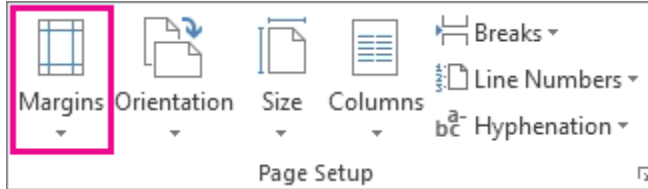


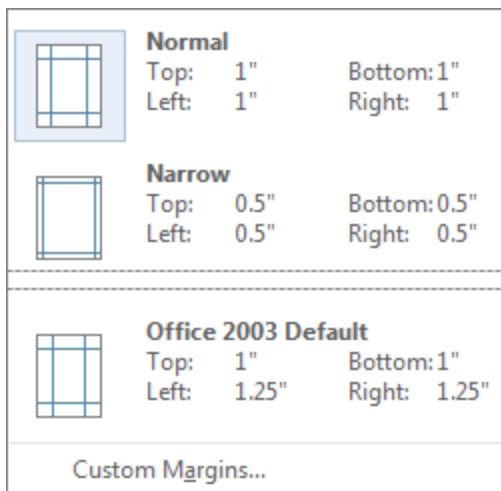
## How to Set Margins

1. Click **Page Layout > Margins**.



The **Margins** gallery appears. The **Normal** margin, which is selected by default, displays one inch margins on each side of the page.

2. To select another page margin, click any of the other options in the **Margins** gallery, each of which displays the margin measurements.



## Create custom margins

If none of the standard margins are what you want, set your own custom margins.

1. Click **Page Layout** > **Margins**.
2. At the bottom of the **Margins** gallery, click **Custom Margins**.
3. In the **Page Setup** box, enter new values for the margins.

