

Adjusting Margins

1. On the main menu, click on **File**.
2. On the pull down menu, click on **Page Setup**.
3. On the dialogue box that appears, click on **Page Setup**.
4. Click on the **Margins tab**.
5. You can set the margins for all four edges, as well as the *gutter*, the inside of each page

(For example, if you were planning to print a bound document, you can adjust for the left side of a right-hand page and the right side of a left-hand page. Click **Mirror margins** to change the Left and Right or Inside and Outside.)

6. Click **OK** to apply the changes and to close the box.