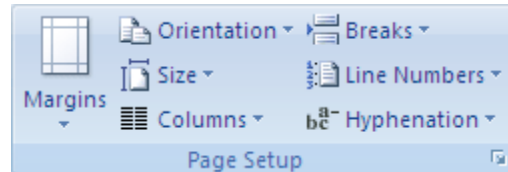


# Setting Page margins in Office 2007

Microsoft Word offers several page margin options. You can use the default page margins or you can specify your own.

## Change or set page margins

1. On the **Page Layout** tab, in the **Page Setup** group, click **Margins**.
2. Click the margin type that you want. For the most common margin width, click **Normal**.
3. When you click the margin type that you want, your entire document automatically changes to the margin type that you have selected.
4. You can also specify your own margin settings. Click **Margins**, click **Custom Margins**, and then in the **Top**, **Bottom**, **Left**, and **Right** boxes, enter new values for the margins.



### NOTES

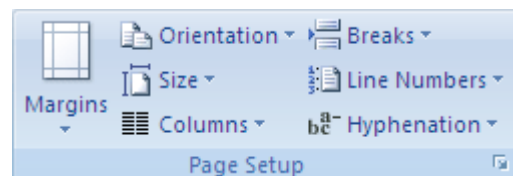
**To change the default margins**, click **Margins** after you select a new margin, and then click **Custom Margins**. In the **Page Setup** dialog box, click the **Default** button, and then click **Yes**. The new default settings are saved in the template on which the document is based. Each new document based on that template automatically uses the new margin settings.

To change the margins for part of a document, select the text, and then set the margins that you want by entering the new margins in the **Page Setup** dialog box. In the **Apply to** box, click **Selected text**. Microsoft Word automatically inserts section breaks before and after the text that has the new margin settings. If your document is already divided into sections, you can click in a section or select multiple sections and then change the margins.

## Set margins for facing pages

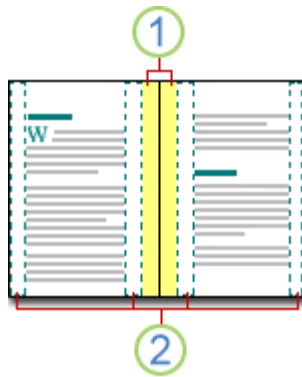
When you choose mirror margins, the margins of the left page are a mirror image of those on the right page. That is, the inside margins are the same width, and the outside margins are the same width.

1. On the **Page Layout** tab, in the **Page Setup** group, click **Margins**.
2. Click **Mirrored**.
3. To change the margin widths, click **Margins**, click **Custom Margins**, and then, in the **Inside** and **Outside** boxes, enter the widths that you want.



## Setting gutter margins for bound documents

Use a gutter margin to add extra space to the side or top margin of a document that you plan to bind. A gutter margin helps ensure that text isn't obscured by the binding.



1 Gutter margins for binding

2 Mirror margins for facing pages

**Set margins for facing pages** Use mirror margins to set up facing pages for double-sided documents, such as books or magazines. In this case, the margins of the left page are a mirror image of those of the right page (that is, the inside margins are the same width, and the outside margins are the same width).

**NOTE** You can set gutter margins for a document that has mirror margins if the document needs extra space for binding.

**Add a book fold** - Using the **Book fold** option in the **Page Setup** dialog box, you can create a booklet. You can use the same option to create a menu, invitation, event program, or any other type of document that uses a single center fold.



1 Word inserts a single, center book fold

After you set up a document as a booklet, you work with it just as you would any document, inserting text, graphics, and other visual elements.

### NOTES

Most printers require a minimum width for margin settings, because they can't print all the way to the edge of the page. If you try to set margins that are too narrow, Microsoft Word displays the message **One or more margins are set outside the printable area of the page.**

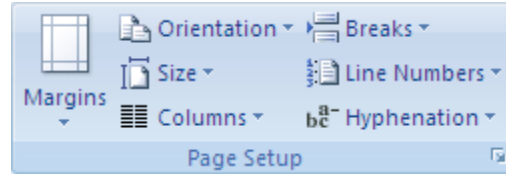
To prevent text from being cut off, click **Fix** to automatically increase the margin width. If you ignore the message and try to print the document as it is, Word displays another message asking whether you want to continue.

The minimum margin settings depend on your printer, printer driver, and paper size. To learn about the minimum margin settings, check your printer manual.

## How to set gutter margins for bound documents

A gutter margin setting adds extra space to the side margin or top margin of a document that you plan to bind. A gutter margin helps ensure that text isn't obscured by the binding.

1. On the **Page Layout** tab, in the **Page Setup** group, click **Margins**.
2. Click **Custom Margins**.
3. In the **Multiple pages** list, click **Normal**.
4. In the **Gutter** box, enter a width for the gutter margin.
5. In the **Gutter position** box, click **Left** or **Top**.



**NOTE** The **Gutter position** box is not available when you use the **Mirror margins, 2 pages per sheet**, or **Book fold** option. For those options, the gutter position is determined automatically.