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Word training / Layout pages / Change margins

Change margins

▶ Video

Insert a header or footer

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Insert or remove page numbers

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Insert or remove a table of contents

▶ Video

Was this information helpful?

Yes

No



Next: Save and print



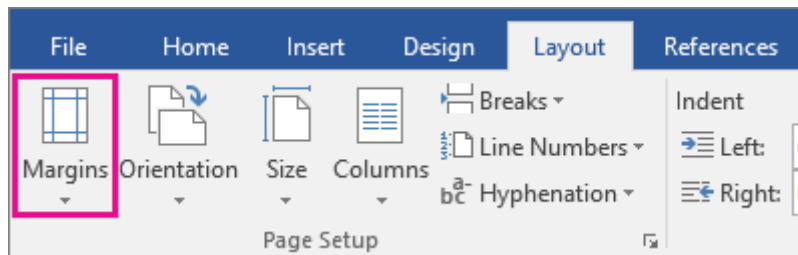
Was this information helpful?

Yes

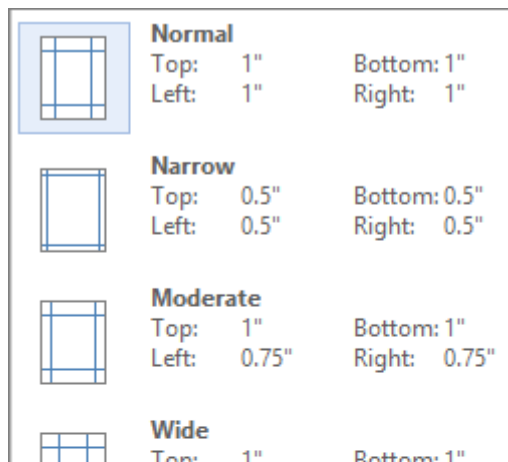
No



1. Select **Layout** > **Margins**.



2. Select the margin measurements you want.

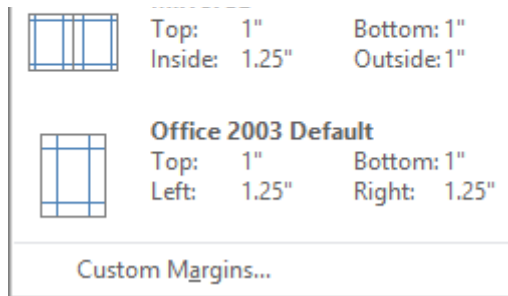


Was this information helpful?

Yes

No





Note: If your document contains multiple sections, the new margins apply only to the selected sections.

Create a custom margin

1. Select **Layout** > **Margins**.
2. Select **Custom Margins**.
3. In **Margins**, use the Up and Down arrows to enter the values you want.
4. Select **OK** when done.

Was this information helpful?

Yes

No



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Was this information helpful?

Yes

No

