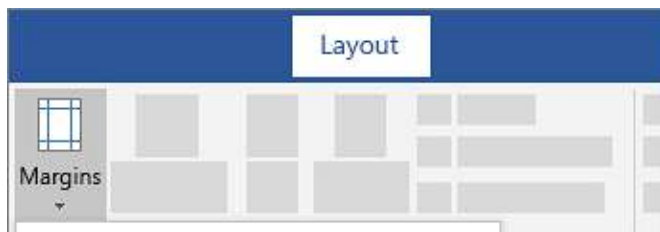


APSU Writing Center

How to Insert Margins and Page Breaks

Change Margins

- In Word, each page automatically has a one-inch margin. You can customize or choose predefined margin settings, set margins for facing pages, allow extra margin space to allow for document binding, and change how margins are measured.
- Select **Layout > Margins**.
- Select the margin configuration you want, or select **Custom Margins** to define your own margins.



Page Breaks

- Put your cursor where you want one page to end and the next to begin.
- Go to Insert > Page Break.
- **Tip:** If Word puts a new page in your document unexpectedly, it might be because of a page break. To view page breaks so that you can select and delete them, go to **Home > Show/Hide**.

