Margin Icon: Custom Set Margins

- In this tutorial, you will learn to find the Margin Icon to set Custom Margin document settings. The Margin Icon also has pre-set margin documents available for use.

Locating the Margin Icon

To locate the MARGIN ICON button click on the PAGE LAYOUT tab on the ribbon. The MARGIN ICON button is found under the Page Setup section.
Saving a Custom Margin Setting

**Step 1:** Click the down arrow under the **MARGIN ICON**.

**Step 2:** Click on Custom Margins.
Step 3: The Page Setup window will appear opened to the first tab and the top of the page called Margins.  
A) Set your custom design by filling in the Right, Left, Gutter, Top, Bottom and choosing a Gutter position.  A gutter margin is set for pages that are to be bound (for example, you may set a 1” gutter on the left if you are binding your document in a folder).  
B) Choose the orientation of your paper.  
C) Select how your document will handle multiple pages.  Normal is the default.  Other choices apply to double sided copies, book and booklet bindings.  
D) Note that each change is reflected in the Preview pane.  You can also choose to apply your custom margin to the whole document or from this point forward.  
E) To use this set up on your current document only, you will click ok and the setting will apply to your current document.  Use the Set As Default only if you want ALL documents you prepare to have the same custom page setup.
You have applied the settings to your document. For clarity in understanding the positions of the settings, yellow highlight shows that you set a 1” left gutter with a .5” left margin; purple shows the top 1” margin (bottom margin will match) and pink shows the right .5” margin.

Your last custom setting is saved in the Margins Icon.
NOTE: 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 (https://support.office.com).

Shortcut Tip! Instead of using the button, you can click Alt+P, M (press all of these at the same time) to immediately open the margins icon drop-down box.

Finish: After following the above steps, can create custom margins in Word.