Margin Icon: Pre-set Margins Using the Button

In this tutorial, you will learn to find the Margin Icon which 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.

Using the Margins Icon for Pre-Set Margins

Step 1: Click the down arrow under the MARGIN ICON.
Step 2: You will see a list of pre-set Margin selections. At any time, you can go to a pre-set selection, click, and it will change the margins on your current document.

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, you can set and change your document margins with pre-set choices.

NEXT: How to use the Margin Icon Custom Margins Setting