Header: Setting Margin from the Top of the Page

- In this tutorial, you will learn to set the margin for the header from the top of the page. The Word default is .5 inches from the top of the page. You will adjust your margin if you need a different setting than the default.

Locating the Header Icon

To locate the HEADER ICON button click on the INSERT tab on the ribbon. The HEADER ICON button is found under the Header & Footer section.
Setting a Different Margin for the Header

Step 1: Click the down arrow under the **HEADER** and choose your style preference.

Step 2: After you click your **HEADER** preference, the **HEADER & FOOTER TOOLS** ribbon will open. In this example, you selected the Blank preference.
Step 3: Click the check box called **Header from Top**. This allows you to move the header location either up or down. Figure 1 shows the header at the default location (.5” from the top). Figure 2 shows it set at .2” and Figure 3 show it set at .8”.

**Figure 1:**

**Figure 2:**
Figure 3:

Finish: After following the above steps, you can adjust your header margin to suit your needs.