File listing window

Home   Insert   Draw   Design   Layout   References   Mailings   Review   View   Tell me

Margins | Orientation | Size | Columns | Breaks | Hyphenation | Line Numbers

Indent — Left: 0"   Right: 0"
Spacing — Before: 0 pt   After: 0 pt

book   Back/Forward   View   Group   Share   Add Tags

Name	Date Modified	Size
book.updated.7/31/22.docx	Today at 11:51	297
back page words.pages	Yesterday at 08:21	244
book.updated.7/31/22.pages	July 31, 2022 at 09:14	510
characters.pages	June 13, 2022 at 08:02	294
book.submitted.pages	January 11, 2022 at 10:15	504
uncle august.pages	November 18, 2021 at 08:00	380
frist frigate cards.pages	August 19, 2021 at 12:20	90
first frigate cards.pages	August 19, 2021 at 11:54	411
Avery8869CleanEdgePrinttotheEdgeBusinessCards.pdf	August 19, 2021 at 11:45	674
1e.pages	May 9, 2019 at 08:24	365

Open Word and Select book

Margins dropdown

AutoSave OFF   book.updated.7:31:22 — Saved to my M

Home   Insert   Draw   Design   Layout   References   Mailings   Review   View   Tell me

Line Numbers   Hyphenation

Indent — Left: 0"   Right: 0"
Spacing — Before: 0 pt   After: 0 pt

Normal
Top: 1", Bottom: 1", Left: 1", Right: 1"

Narrow
Top: 0.5", Bottom: 0.5", Left: 0.5", Right: 0.5"

Moderate
Top: 1", Bottom: 1", Left: 0.75", Right: 0.75"

Wide
Top: 1", Bottom: 1", Left: 2", Right: 2"

Mirrored
Top: 1", Bottom: 1", Left: 1.25", Right: 1"

Custom Margins

Custom Margins...

First Frigate

In Layout select margins and go to custom margins

Document dialog

Spacing — Before: 0 pt   After: 0 pt

Position Wrap Text Bring Forward Send Backward Selection Pane Align Group Rotate

Document

Margins | Layout

Top: 1
Bottom: 1
Inside: .75
Outside: .5
Gutter: 0"
Gutter Position: Left

Pages
Multiple Pages: Mirror margins

Apply to: Whole document
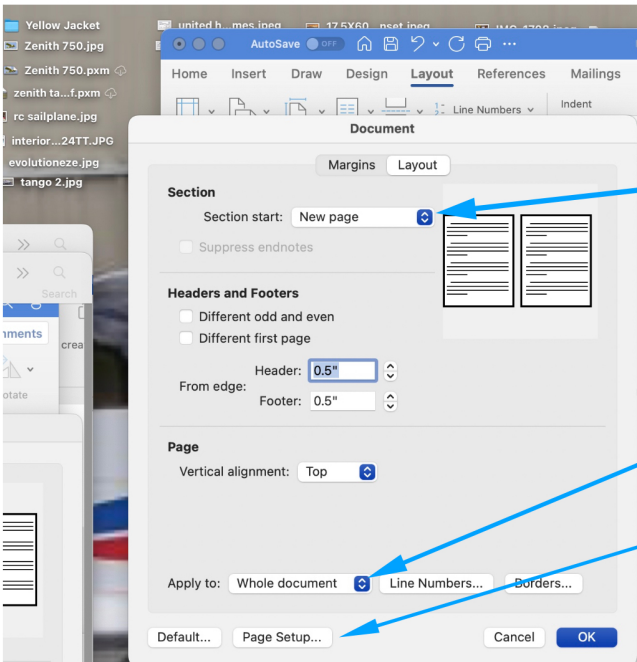
Default...   Page Setup...   Cancel   OK
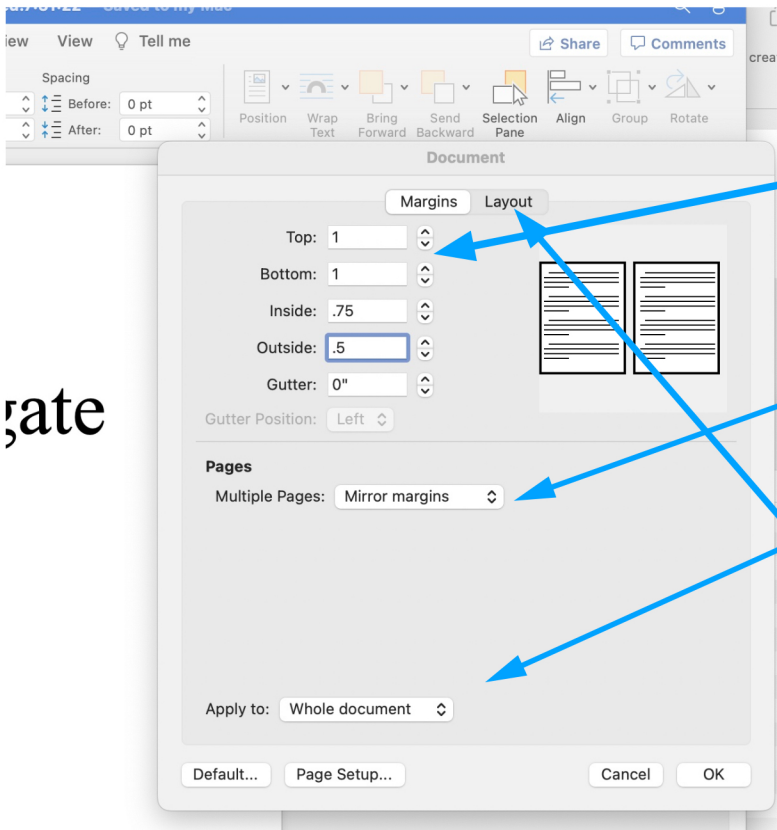
Enter 1" top and bottom, .75" Left and .5" right.

When Mirror margins are selected, left and right become inside and outside.
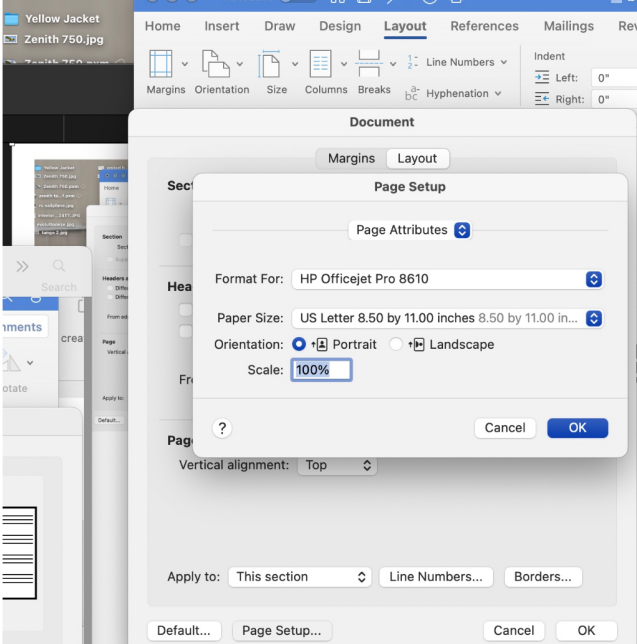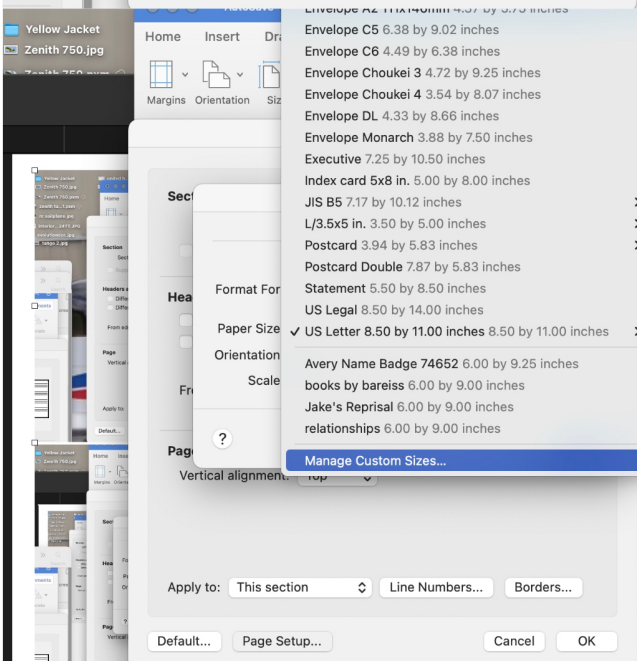
Select Whole document.

Lastly select Layout

Once in layout set Section start to new page.

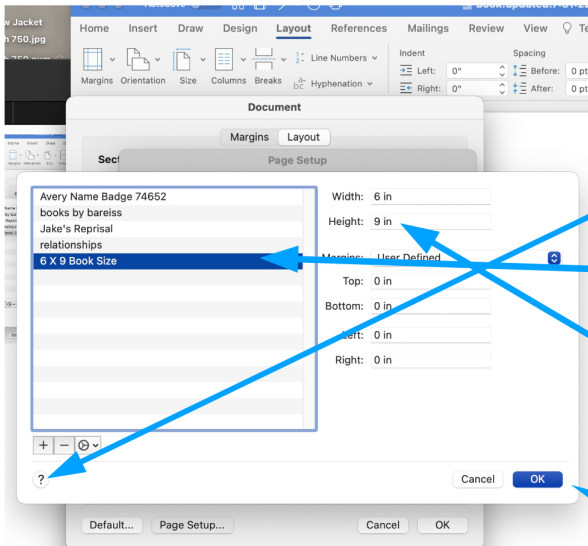**Apply to whole document.**

Lastly hit Page Setup

In Page Setup, 8.50 X 11 will most likely be the default paper size. Click on this field to view other sizes.

6 X 9 will probably not be in the list, so select Manage Custom Sizes.

To enter your custom size hit the + sign to get a new entry line.

Enter a name for your custom size like 6 X 9 books for instance

Enter 6 the width and 9 in the height. Margins should be 0. They will be set in your document.

Hit OK to save

Important! Be sure to hit OK in all the Layout and Margin boxes as they appear when you back out of this process. If you happen to forget this, you may repeat the entire process.

Once back in your document you should see the changes in your document size and margins.