**SETTING MARGINS**

Graduate School guidelines require a 1” margin on all sides.

1. On the *Page Layout* tab, in the *Page Setup* group, click on the *Margins* icon and select *Custom Margins*....
2. Open the *Page Setup* dialog box by clicking the *Expand* icon in the lower right corner of the *Page Setup* group.
3. Select the *Margins* tab, and type 1” into the space for all the margins.
4. Before closing the dialog box, make sure the *Apply to:* setting is set to *Whole Document*.
5. Click *OK*.

If for whatever reason you need to change the margin for only one section, be sure the *Apply to:* is set to *This section only.*