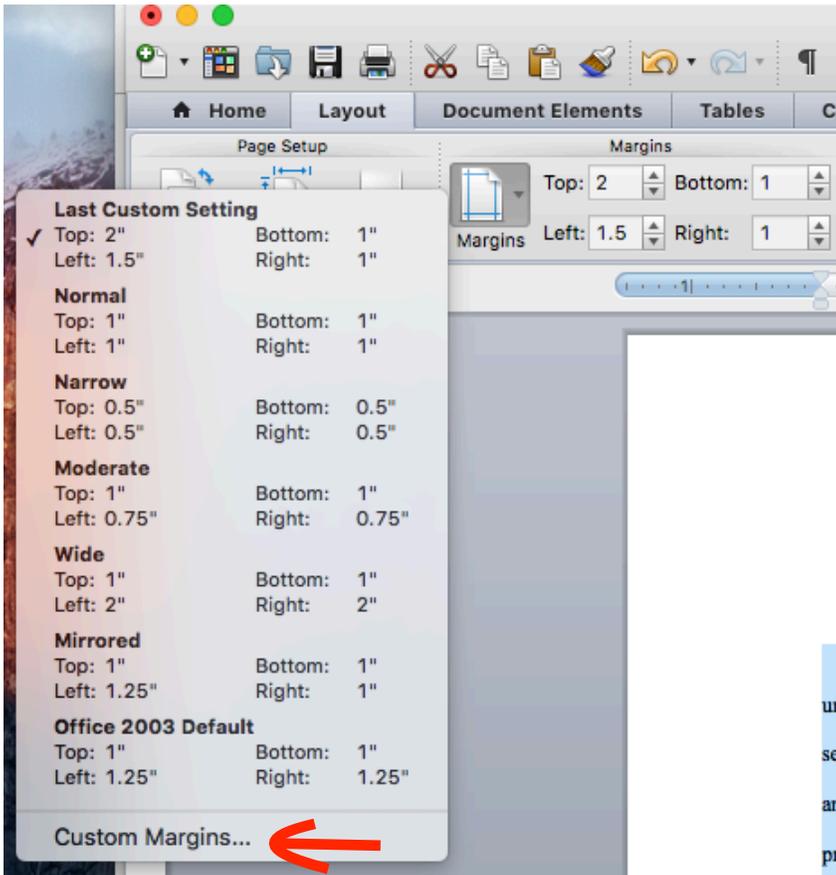
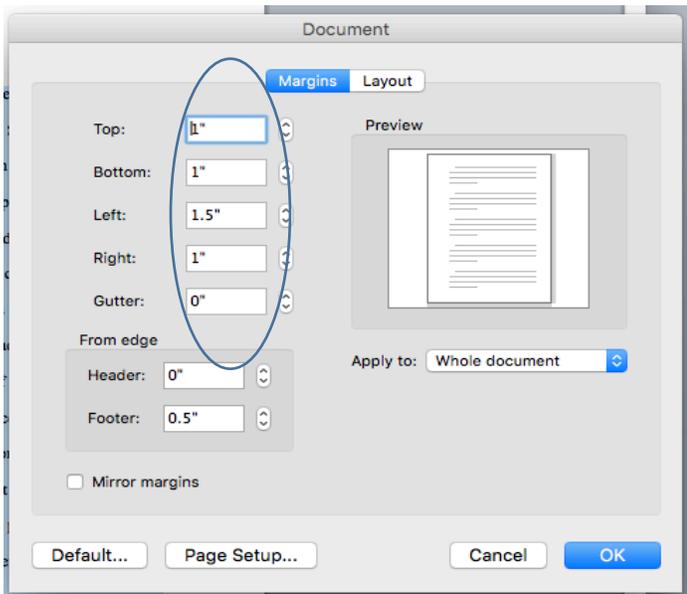


To set overall document margins:

1. Ctrl+A to select entire document.
2. Go to the "Layout" tab. Click on "Margins." At the bottom of the pop-up menu, click on "Custom Margins."

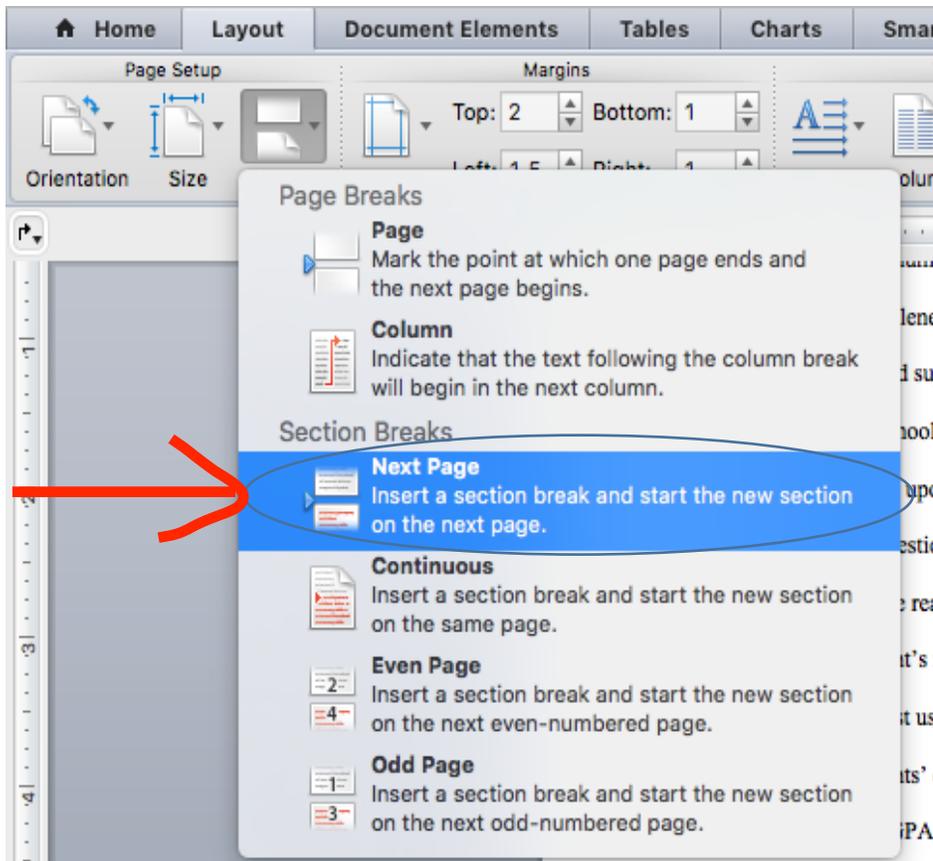


3. Set top margin to 1", bottom margin to 1", left margin to 1.5", and right margin to 1".



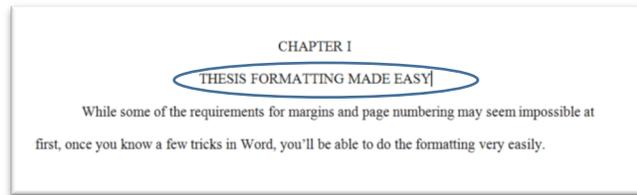
In order to make changes to margins in different sections of the document, you need to insert section breaks after every front matter page, at the end of each chapter, at the end of the References, and at the end of each Appendix.

1. Set your cursor at the end of the last line of text on the page. Go to the "Layout" tab. Click on "Break" then "Next Page" to insert a section break at the end of the page.
2. Delete the extra space that automatically appears at the top of the next page. Now, each section will function independently for purposes of margins, page numbering, and footnote numbering.

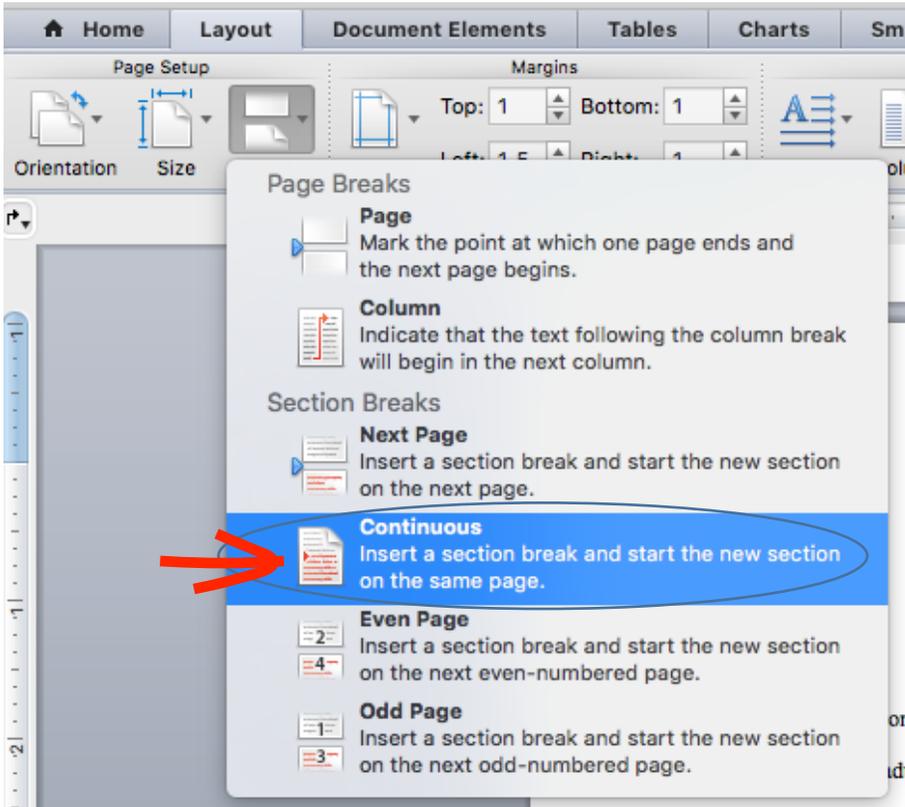


To set a 2-inch margin for the first page of each chapter or section:

1. Set the cursor somewhere in the chapter title.

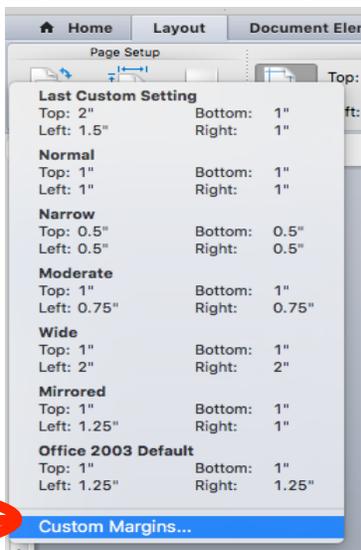


2. Go to the “Layout” tab. Click on “Break” then “Continuous” to insert a continuous section break after the title.



3. Delete the extra space that is automatically created after the title. *Set the cursor back in the title.*

4. Go to the “Layout” tab. Click on “Margins.” At the bottom of the pop-up menu, click on “Custom Margins.”



5. Set top margin to 2". (Other margins should already be correct from previous formatting.)

