

## Top Margin 1.0"

**Important Reminder.** Add an extra return/space after a chapter title or before a new subheading. If two subheadings are together, there is **no** added space between the two subheadings. Subheadings more than 4 -4½ inches long should be divided and single-spaced.

All text, tables, figures, and appendix materials must fit within the drawn rectangle, including the page number!

The following are some word processing hints.

1. In Word (PC) to set up margins: Go to "File," "Page Setup," "Margins," and set the following margins for **all** files.

Top = 1.0"

Bottom = 1.5"

Left = 1.5"

Right = 1.0"

Gutter = 0.0"

Header = 0.5"

Footer = 1.0" (This is the margin for your page numbers.)

2. In Word 2000, there is a default setting which adds extra space after paragraphs. To override this, go to "Format," "Paragraph," "Spacing," set the following:

Before = 0.0"

After = 0.0".

3. To set the page number font to match the text, you should be in Print Layout View. Triple click the page number thus selecting the actual page number. In the "Style" window, "Page Number" should be displayed. followed by the "Font" window and Size. Please set these to match your text.

4. There is also a default setting in Word 2000 and XP to automatically add a tab with a new paragraph, which affects centering of chapter titles and subheadings. In 2000, to disable this, go to "Tools," "Options," "Edit," and uncheck "Tabs and backspace set left indent." In XP, go to "Format," "Autocorrect," "Autoformat as you type," uncheck "Set left- and first-indent with tabs and backspaces."

Please check with Barbi for margin information if you want to use upper-corner right-hand page numbering.

Bottom Margin (End of Text) 1.5"

Page Number is Centered.



Footer Margin (Page Number) 1.0"

Left  
Margin  
1.5"

Right  
Margin  
1.0"