# Quick Tips: Margins

The margin is the space between the edge of the paper and the edge of the content (text or images) on the page. For single page documents, there would be top, bottom, left, and right margins. However, books have a two-page spread with top, bottom, outside, and inside (spine) margins. Follow the steps below to create custom margins for your book.

1. Select the **Layout** menu.

2. Select the **Margins** button.

3. Select **Custom Margins…**.

4. In the **Page Setup** pop-up box, change the **Multiple Pages** option to have **Mirror Margins**. This will change the margin options from "left/right" to "inside/outside."

5. Set the values for top, bottom, inside, and outside margins. At least 0.5" margin is recommended. Be sure to apply the settings to the **Whole Document**.

6. Click **OK** to apply the changes.

The following screenshots provide an example of the general location of the menu options; however, actual location and size of menus may vary based on the version of the software and the size of the display.