

Placement for page number in the upper right 1” margin → 1

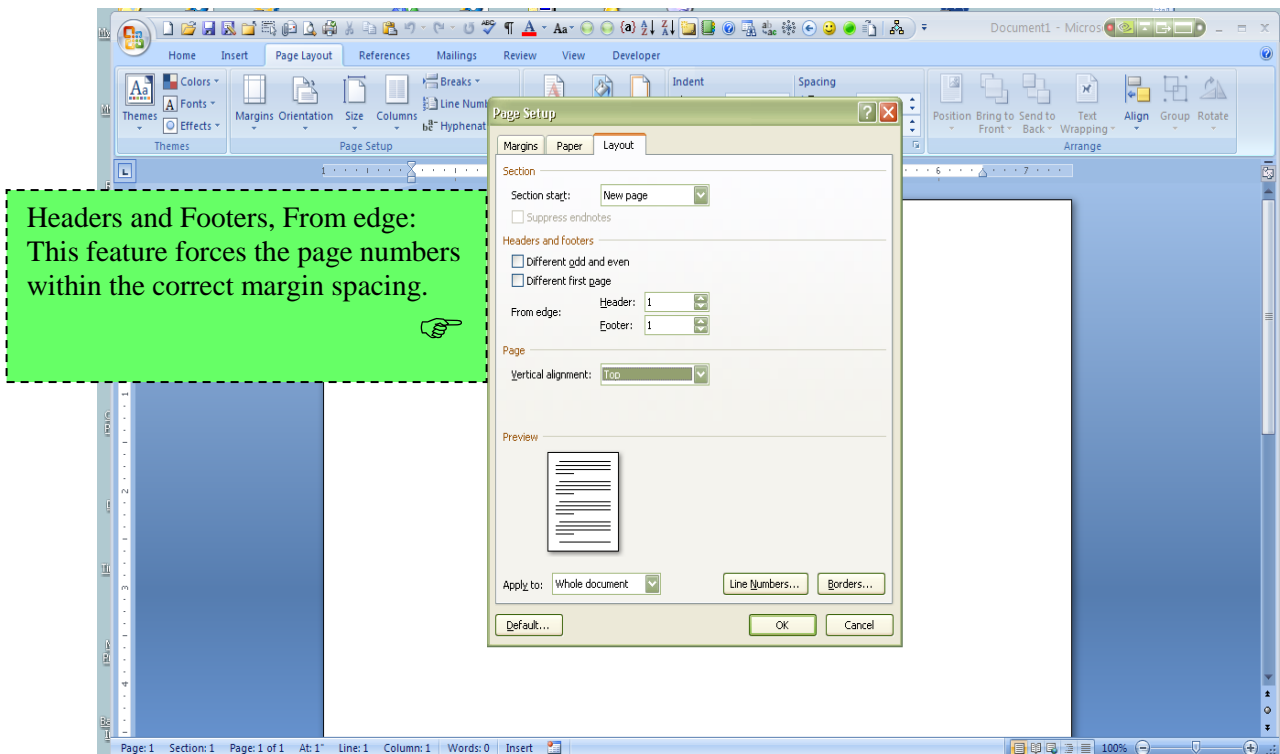
## How to change margins for page number placement in Word

Page Layout, Margins, Custom Margins, Layout

Header = 1”

Footer = 1”

- Depending on the computer system being used, 0.75” may need to set for the Header and Footer.



Placement for page number in the bottom center 1” margin ↓

Revised Fall 2015