

## Set mirrored margins on your Word document ready for binding

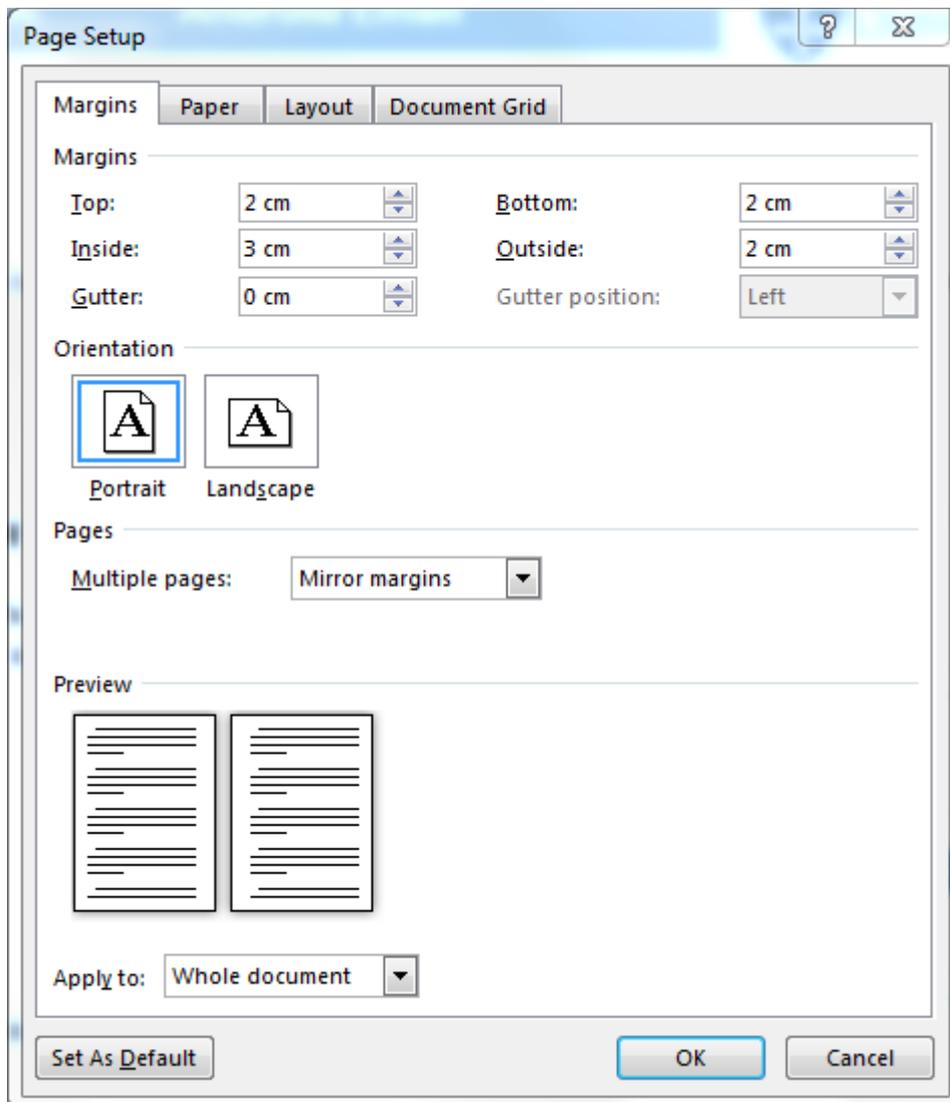
When submitting your thesis or dissertation you may be required to provide a printed, bound copy with mirrored margins set to a specific width.

To apply mirrored margins to your document and set margin width do the following:

Click Layout > Margins > Custom Margin

Change the width of the margins appropriately (here we have set the inside margin to 3cm and other margins to 2cm)

Under the Pages section, select Mirror Margins from the drop down menu and ensure Whole Document is selected under 'Apply to' and click OK



If you require further assistance, help is available from the IT Service Desk  
in the Old Library Cluster and Robinson Library cluster Level 2

Opening times at <http://www.ncl.ac.uk/itservice/support/clusteritservicedesks/openinghours/>