Standard Document Margins for Ed.D. dissertations

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1. Go to the first page* in the document that should have the standard document margins, i.e. 1-inch top, right, and bottom margins and 1.5-inch left margin.
2. Go to Page Layout -> Margins -> Custom Margins. This will launch a pop-up menu.
3. In the Page Setup pop-up menu, look at the Margins tab (default) and make sure the following margins are entered.
   a. Top: 1”
   b. Left: 1.5”
   c. Bottom: 0.5” – 1.0” depending on your version of MS Word and operating system
   d. Right: 1”
4. On the same tab, select “This point forward” from the drop-down menu by Apply to:

5. Within the Page Setup pop-up menu, click on the Layout tab.
6. In the **Layout** tab, make sure the **Footer**: section has the **Footer**: entered as 0.5”**. Please note: Header measurement is irrelevant since the document does not use the header.

7. On the same tab, make sure “**This point forward**” is selected from the drop-down menu by **Apply to**.

8. Click the **OK** button at the bottom of the **Page Setup** pop-up menu.

9. The pop-up menu will automatically close and adjust the margins for your document. It is recommended to double-check that the margin adjustments were completed correctly.

*The first page of the dissertation that requires the standard margins is the acknowledgements page. If there is no acknowledgements page(s), the abstract will be the first page that requires the standard margins.*

**The footer dimension may require a smaller value, e.g. .4” or .35”, depending on your version of MS Word. Since the page number should be in the middle of the bottom margin, use the dimension that provides the desired result.*