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## Word 2016:

# Mirrored Margins

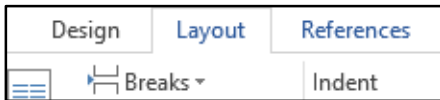
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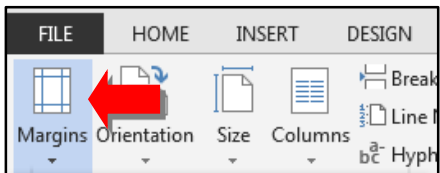
## Mirrored Margins

### Setting Mirrored Margins

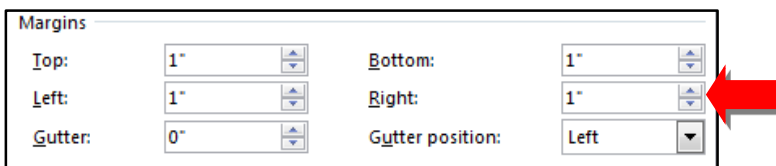
1. Select the **Layout** tab.



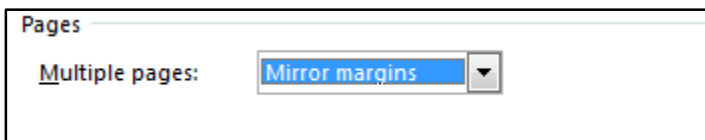
2. Select **Margins** then **Custom Margins**.



3. Set the outside/wider margin first by changing the **Right** margin field.



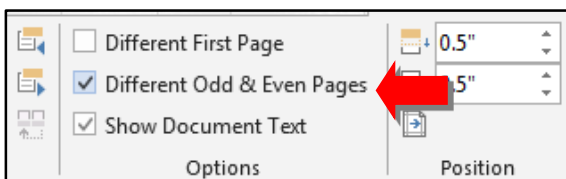
4. Under **Multiple Pages** select **Mirror Margins**.



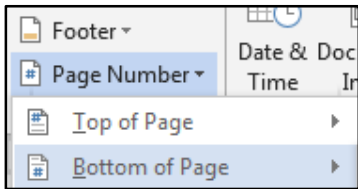
5. Select **OK**.
6. Select **File** then **Print** to preview the mirrored margins.

### Adding Page Numbers

1. Double-click the footer area.
2. Select **Different Odd & Even Pages**.



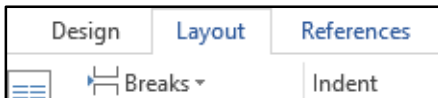
3. Select **Page Number** then **Bottom of Page**.



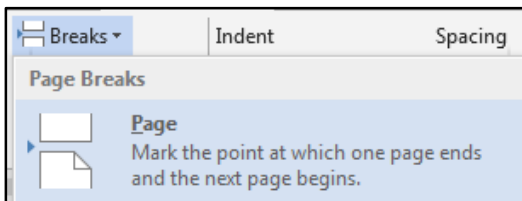
4. Select the numbering location.
5. Make any adjustments to the location, font type and size.
6. Repeat steps 3-5 for the next page.
7. Both odd and even pages now have page numbers.

### Create Cover Page with Adjacent Blank Page

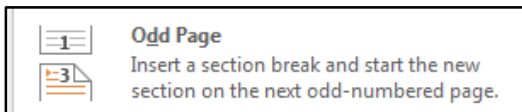
1. Insert the cursor on the first page where the break between the cover page and first page should be.
2. Select the **Layout** tab.



3. Select **Breaks** then **Page**.



5. To add a blank page after the cover page, select **Breaks** then **Odd Page**.



6. Select **File** then **Print** to preview the cover and blank pages.

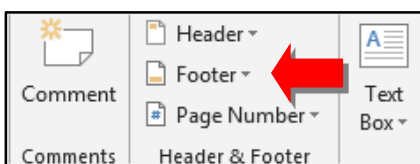
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## Remove Numbering from Cover Page

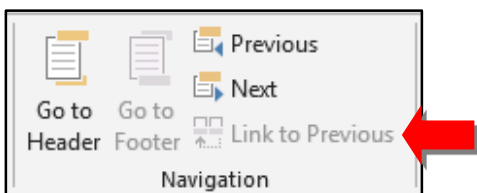
1. Select the **Insert** tab.



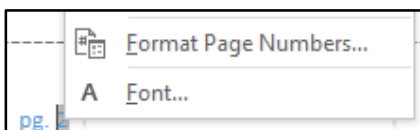
2. Select **Footer** then **Edit Footer**.



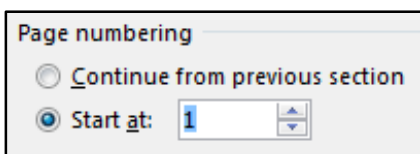
3. Unselect **Link to Previous**.



4. Select the number on first odd page after the cover page.
5. Right-click the number and select **Format Page Numbers**.



6. Select **Start at:** and enter 1.



7. Select **OK**.
8. Remove the number from the cover page footer.
9. Close the footer.