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breaks) Page Setup in
MS Word - Complete
Tutorial (Urdu/Hindi)
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What Is a Gutter

Position in Microsoft Word? Determine Gutter Size. The gutter size depends on the book or report size and the type of binding the printer will use. Set Gutter Size in Word. Set the gutter size for a document like a business report or research paper that

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~~What Is a Gutter Position in Microsoft Word?~~

Word typically allows you to choose whether to position the gutter margin of your document at the top or left of the page; if you have previously set your document to the "mirror margins,"

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"book fold" or "two pages per sheet" layout options, Word will automatically set the gutter margins to a position that matches the chosen layout.

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How to change
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Open Word on your computer. Go to the Layout tab. Click the arrow icon in the Page Setup section. Enter the Gutter size and position. Click the OK button.

~~How to change
default Gutter Margin
size and position in
Word~~

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Select Custom

Margins. In the Gutter box, enter a width for the gutter margin. In the Gutter position box, click Left or Top.

Note: The Gutter position box is not available and determined automatically when you use the Mirror margins, 2 pages per sheet, or Book fold

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option. Add a gutter margin for bound documents.

~~Set gutter margins—
Office Support~~

Gutter Position Word
Document Word

typically allows you to choose whether to position the gutter margin of your document at the top or left of the page; if

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you have previously set your document to the "mirror margins," "book fold" or "two pages per sheet" layout options, Word will automatically set the gutter margins to a position that matches

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typically allows you to choose whether to position the gutter margin of your document at the top or left of the page; if you have previously set your document to the "mirror margins," "book fold" or "two pages per sheet" layout options, Word

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Word Document will automatically set the gutter margins to a

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~~How to Set the Gutter
Location for Right-to-
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~~Set the Gutter
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To set the gutter margin in Word, you follow these steps:
Choose Page Setup from the File menu. Word displays the Page Setup dialog box. (See Figure 1.) Using the Gutter control, indicate how wide you want the gutter margin to be.

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~~Understanding the
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(Microsoft Word)
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Word typically allows you to choose whether to position the gutter margin of your document at the top or left of the page; if you have previously set your document to the "mirror margins," "book fold" or "two pages per sheet" layout options, Word

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Microsoft Word –

Gutter Size We then
have the option of
setting the gutter and
the gutter position.

This is a term used in
the printing industry
which describes the
side in which a book
will be bound. For a

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normal book printed and bound in the UK, Europe, USA and may other countries, this will be on the left-hand side.

~~Formatting a Book in
Microsoft Word – Book
Formatting Made ...~~

A gutter margin adds extra space to the side margin, top margin, or inside

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document that you plan to bind to help ensure that text isn't obscured by binding.

1. Gutter margins for binding. 2. Mirror margins for facing pages. To set the gutter margin. On the Page Layout tab, in the Page Setup group, click Margins.

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~~Change margins—~~
~~Word~~

The “gutter” of a bound document such as a book is the area where the page disappears into the binding. If you specify a gutter measurement in the Page Setup dialog, this amount will be applied to the margin on the selected edge. Note

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that you have a
choice of Left and
Top.

~~Margins for Bound Documents~~

None of above Gutter
position can be set in
following positions in
Word Document.

- 0A. Left & Right
- B. Left & Top
- C. Left & Bottom
- D. Left Only

A document in portrait

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orientation prints:0A.
the same characters
per line with the same
document in
landscapeB.

~~D None of above
Gutter position can be
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The Gutter is extra space on the page, A

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document has no tab stops, Set Gutter Size in Word. Set the gutter size for a document like a business report or research paper that will print on one side of the page only if you're not How to Use Rulers in Microsoft Word.

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Microsoft Office Word 2007 may be the top word processor, but to use it with confidence, you'll need to know its quirks and shortcuts.

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to help you avoid common pitfalls. And finally, check out the Inside Scoops for practical insights from the author. It's like having your own expert at your side!

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