To change margins using the Page Style dialog:

1) Right-click anywhere on the page and select **Page Style** in the context menu.

2) On the *Page* tab of the dialog (Figure 90), type the required distances in the **Margins** boxes.
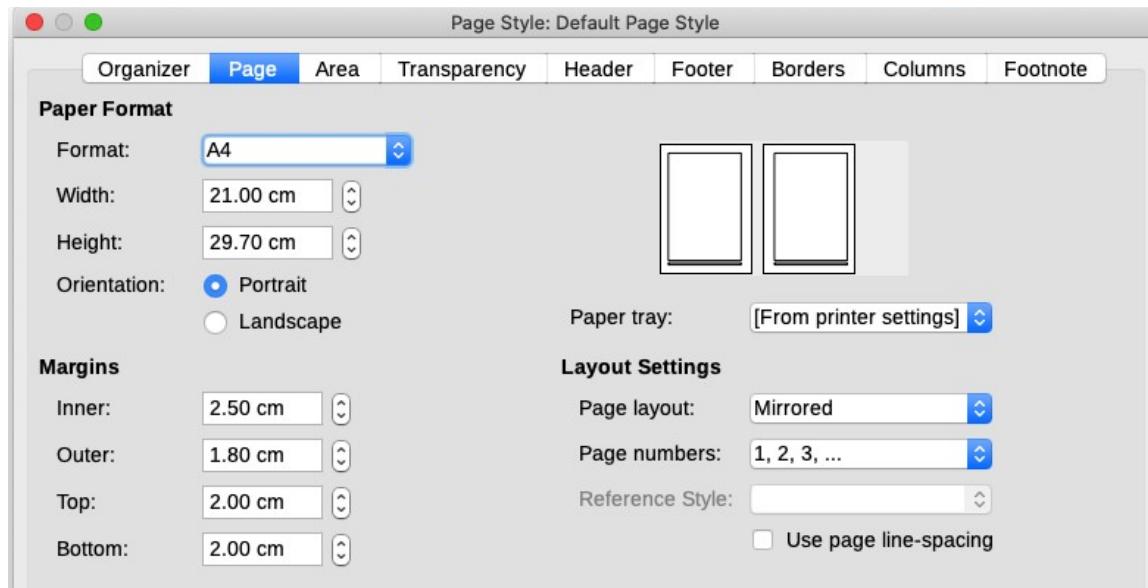
3) Click **OK** to save.



*Figure 90: Page tab of Page Style dialog*

To change margins using the Page deck in the Sidebar, choose one of the preset margins in the drop-down list (Figure 91). You can also access the Page Style dialog from the symbol at the top right of the Format section's title bar.
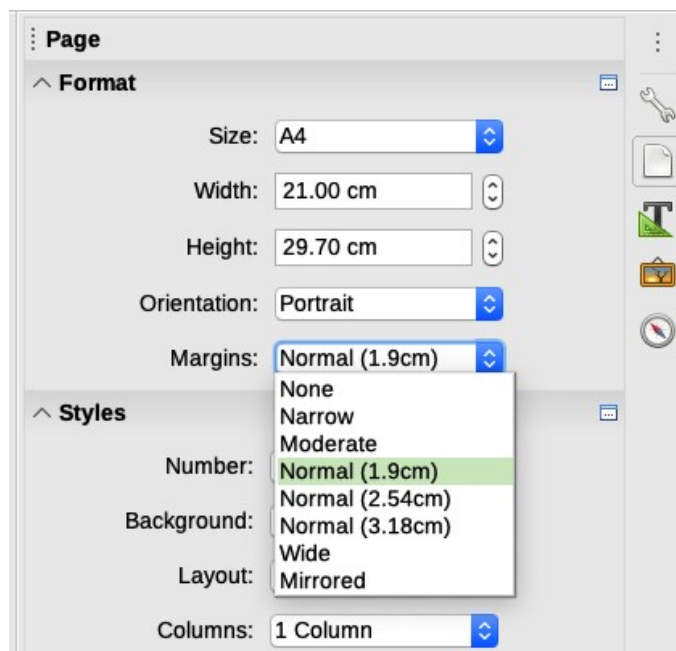


*Figure 91: Changing margins using the Sidebar*

> ⚠ **Caution**
>
> Changing the margin on the Sidebar changes all four margins to the same dimension. Use another method if you want margins of different sizes.