

- 4) On the *Page* tab, specify a larger left margin for binding, and a larger top margin to move the chapter title down the page.

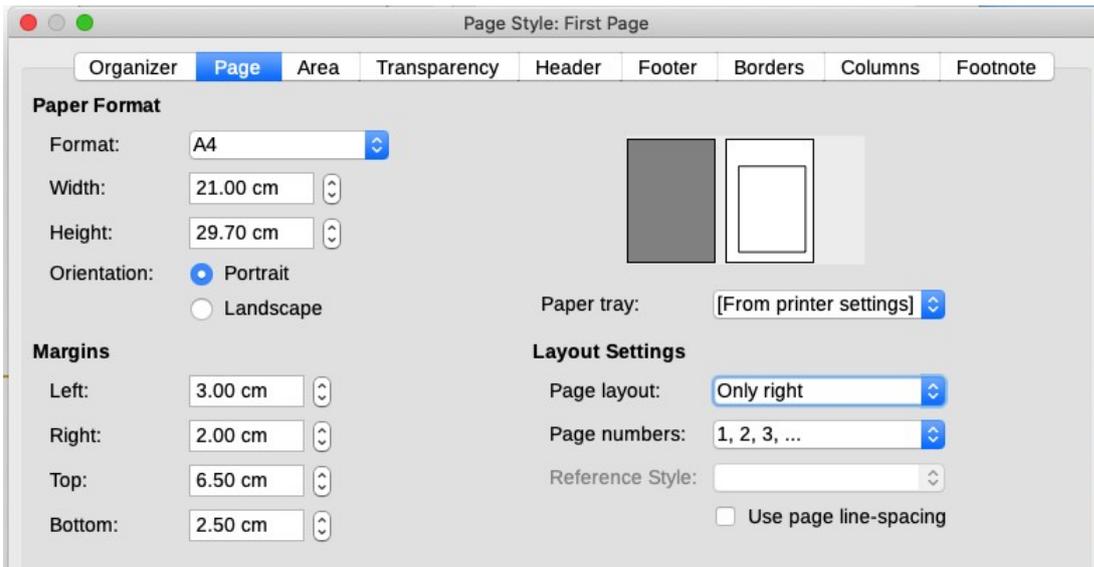


Figure 181: Setting page margins and layout for the First Page style

- 5) On the *Header* and *Footer* tabs, be sure the Header on and Footer on options are not selected. Click **OK** to save your changes.

Step 2. Set up the Default Page Style.

- 1) On the Styles deck, in the list of page styles, right-click *Default Page Style* and select **Modify** in the context menu.
- 2) On the *Organizer* tab of the Page Style: Default Page Style dialog, be sure *Next Style* is set to Default Page Style.
- 3) On the *Page* tab of the Page Style: Default Page Style dialog, select **Mirrored** for Page layout and set the Inner and Outer margins to the same width as the Left and Right margins, respectively, on the First Page style.

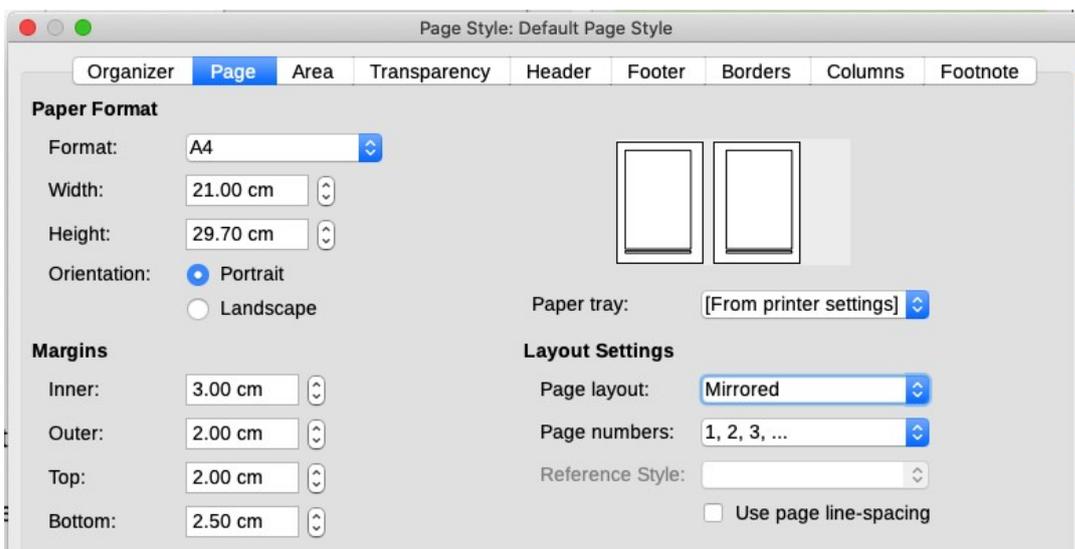


Figure 182: Setting page margins and layout for the Default page style