Setting Margins for a Thesis or Dissertation

The Margin settings for a CSU thesis or dissertation should be at least one inch on all sides (top, bottom, left, and right).

Setting the Margins

Set the margins by selecting the Page Layout tab, Margins icon, Custom Margins.

Choosing the Custom Margins link will allow you to apply the same margin width to the entire document or just one Section.
Example of the **Page Setup** dialog box:

The margin settings in this dialog box would be applied to the entire document.

To apply to just one section, click the drop-down arrow and choose “This point forward.”

When formatting pages with large tables or figures, the top margin must be at least 1 inch.

When formatting appendices, the top margin must be at least 1 inch.

**CAUTION:** Please be consistent in your margin formatting throughout your Thesis/Dissertation or your submission will be rejected.