

Change Page Margins

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IMPORANT NOTE:

Check the formatting guidelines of your institution before changing the page margins.

1. The margins can be changed by modifying the *uct10Lyx.clo*, *uct11Lyx.clo*, or *uct12Lyx.clo* file, depending on which font size you are using (if you are using the default (font size 12) edit *uct12Lyx.clo*). Using a text editor (Notepad (Windows) or TextEdit (Mac OS)) open the appropriate file.

On Windows

..\MiKTEX x.x\tex\latex\ucthesisLyx\ where x.x is the MiKTEX version installed.

On Mac OS

/Library/texmf/tex/latex/ucthesisLyx/

2. The margins are specified in lines **109** to **131** of the file. Documentation for setting these values is available on the CTAN website, <http://mirrors.ctan.org/macros/latex/contrib/fancyhdr/fancyhdr.pdf> (see page 3).

% SIDE MARGINS:

```
\if@twoside          % Values for two-sided printing:
  \oddsidemargin 0.1in % Left margin on odd-numbered pages.
  \evensidemargin 0.1in % Left margin on even-numbered pages.
  \marginparwidth 0pt  % Width of marginal notes.
\else                % Values for one-sided printing:
  \oddsidemargin 0.1in % Note that \oddsidemargin = \evensidemargin
  \evensidemargin 0.1in
  \marginparwidth 0pt
\fi
\marginparsep 0pt    % Horizontal space between outer margin and
                    % marginal note
```

% VERTICAL SPACING:

```
% Top of page:
\topmargin 0.0in    % Nominal distance from top of page to top
                    % of box containing running head.
\headheight 12pt   % Height of box containing running head.
\headsep 25pt      % Space between running head and text.
\topskip = 12pt    % '\baselineskip' for first line of page.

% Bottom of page:
\footskip 30pt     % Distance from baseline of box containing
                    % foot to baseline of last line of text.
```

4. Save and close the file. Restart LyX.