


My top margin is missing

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Symptoms

When you open a document, is the insertion point at the top left corner of the page, as if there were no top margin?

Cause

If you're reading the document in Print Layout view and all of the pages appear to be cut off, with no top or bottom margin, the option for hiding white space between pages has been turned on.

Resolution

If the top and bottom margins are not showing, you can restore them by pointing and clicking in the document, or by using the **View** tab.




- 1 When top and bottom margins are not showing, point to the top or bottom of a page until the pointer becomes a double-pointed arrow, and then double click.
- 2 When white space between pages is showing, the entire top and bottom margins are visible.

To use the **View** tab to show white space between pages, do the following:

1. On the **View** tab, in the **Document Views** group, click **Print Layout**.



2. Click the **Microsoft Office Button** , and then click **Word Options**.
3. Click **Display**.
4. Under **Page display options**, select the **Show white space between pages in Print Layout view** check box.