

WordPerfect margin guidelines

When working in Page view, WordPerfect displays the margin guidelines for your document. You can use these guidelines to change the margins just by dragging. But you might have also noticed that it's very easy to inadvertently move a margin guideline when you select and drag text. If this is something you'd like to avoid, you can turn off the ability to move the margin guidelines. To do this,

1. Click View on top menu bar.
2. Select Guidelines from the drop down menu bar.
3. In the Guidelines dialog box, click Drag To Move Guidelines check box and click OK to Deselect it.

When you return to WordPerfect in Page view, you won't change the document margins (left, right, top, bottom) just by dragging. This also prevents dragging the header and footer margins as well as text column guidelines.

To enable the ability to drag these guidelines again, select the Drag To Move Guidelines check box in the Guidelines dialog box(step 3 above) and click OK.

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