

24.20.4 Setting Margins

Click the **Margins** button to set how far from the edge of the paper stock the text container will extend to.

For file types that support the **Use facing pages** option, symmetrical margins will be used. The settings you input will be for the *recto* page, with the *verso* page mirroring the left and right margin values.

The current margin settings will be printed in lighter grey text alongside the button for your reference.

There are additional options available when using the “Print” compile type:

Header & Footer margin Designate the distance of the header from the top of the paper, and from the bottom of the paper for the footer. This distance does not take the margins into account, and should not exceed the margin size so as to avoid running headers or footers into the body text.

To disable this feature, set the distance to “0”. The result will be to place the header or footer within the top or bottom inch (regardless of units used) of the paper.

Confine to printable area of page With this option disabled, the non-printable area of the paper will be ignored, meaning you can place elements into that zone. This may be of use if you are intending to create a digital-only copy that will never be printed. When enabled, measurements will be adjusted to keep all text within the printer’s ability to print it.

24.20.5 Header and Footer Options

The first tab in the header and footer section governs broad settings for how headers and footers should work, as well as enabling additional features in the second tab. For example you won’t be able to set up where the page number is located on facing pages, in the second tab, if you don’t first enable **Use facing pages** here.

Different header and footer on first pages Enables the “First Pages” header and footer configuration section in the second tab. “First pages” generally refers to front matter, and is how you would use for example lowercase Roman numerals for page numbering if need be. It can also be used for simply omitting headers and footers through the coversheet and title page of a manuscript, too.

Page numbers count first pages This option will cause the page counter token to start counting the first pages, rather than skipping them, even if they do not display a page number. If you are using Roman numerals in the front matter, then regular numbering will begin where they left off. For example if there are four pages of front matter the page numbering would go from “IV” to “5”, instead of from “IV” to “I”, which would be more traditional.

Main body header and footer starts... This setting defines what is meant by “first pages” elsewhere in the panel. You can choose to offset the alternate header & footer settings by a strict number of pages (for example, “2” to consider a coversheet and title page as separate from the main body), or have the starting point determined automatically, using the “After front matter” setting.

Front matter is defined by the **Front Matter** dropdown in the project’s compile contents settings (section 23.4.1). If the project does not have front matter set up, then the “first pages” settings will be ignored, and normal headers and footers will be used from the very first page on.

Use facing pages Enables the “Facing Pages” header and footer configuration section in the second tab. If your margin settings are asymmetrical, as illustrated in Figure 24.15, this will also have the effect of mirroring those settings from one page to the next, creating a narrower inner or outer margin (in the sense of how both pages would look in an opened book side by side) as you require. If you require symmetrical margins, such as in PDFs meant for digital use only, make sure to keep your settings uniform in the **Margins** button above, and this feature will then only impact the header and footer text that is used on facing pages.

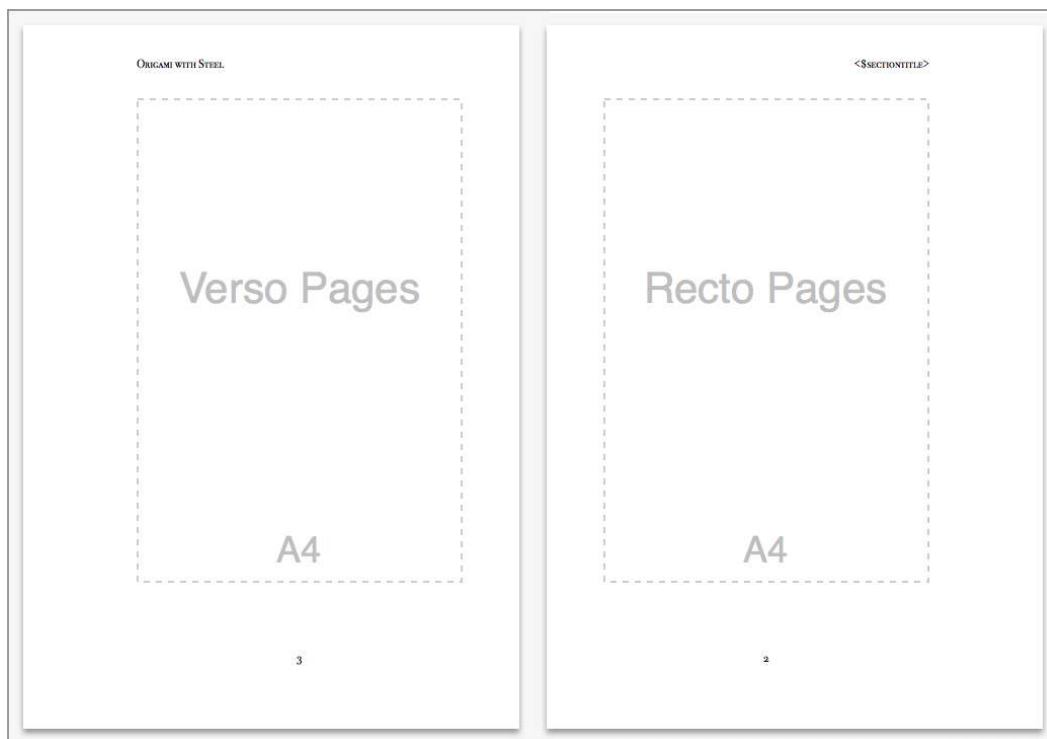


Figure 24.15: Margin settings, using the classic Van de Graaf Canon layout, as demonstrated in Scrivener’s preview feature.

Different header and footer on pages following page breaks Enables the “First Pages” header and footer configuration section in the second tab. This will allow for a different header and footer configuration on new pages—a common use here is to place the page number at the bottom of the page instead of at the top, to keep the chapter heading clean but still leave the page numbered.

Different header and footer for back matter Enables the “Back Matter” header and footer configuration section in the second tab. All pages that have been inserted using the **Back Matter** dropdown in the project’s compile contents settings (section 23.4.1) will use these settings instead of the main body settings.

No header on new pages following page breaks When enabled, the header (not footer) will be disabled on any page following a page break. Most often this will be used to keep the title area for part and chapter breaks clean; a common typesetting technique, as shown in Figure 24.16.



Figure 24.16: The page header is suppressed (blue emphasis) on the chapter break page, but otherwise displays the name of that chapter in subsequent pages (tan emphasis).

No header or footer on... When these checkboxes are enabled, both the header and footer will be removed from the pages that match their respective checkboxes:

- *Single pages*: when the amount of material between two page breaks amounts to a single page; this would most often be seen in cases like book or part level breaks, where a full page is dedicated to some sort of title.
- *Blank pages*: where blank pages are generated in the book, they can also have the header and footer removed from them, as is typical. A common example of this would be a blank page inserted to keep the part break on the recto side.

Header and footer fonts At the bottom of the “Headers and Footers” section are two settings for controlling the font and text size of these respective fields. The font family itself can be overridden by the project’s compile settings.

The font I’ve chosen is ignored in my word processor

Make sure the font you select here is used within the document somewhere other than the header or footer as well. Limitations in how this feature work require the font be defined somewhere other than the header or footer fields alone.

24.20.6 Print and PDF Settings

Draw dividers for... A margin-width rule (similar to the appearance of the header in this user manual) will be inserted below the header text, or above the footer text, when these respective checkboxes are enabled.

Use vertical headers and footers Both the header and footer will be rotated vertical, so that the header is along the left edge of the paper and the footer is along the right. The text itself (and a divider is used) will also be rotated 90°.

24.20.7 Header and Footer Text

The header and footer area is divided into sections, or types of header and footer assignments, listed in a sidebar. The number of available sections will be determined by which settings you have enabled in the Options tab, previously. In [Figure 24.17](#), we have selected the **Use facing pages** and **Different header and footer on pages following page breaks** options, which has added the “Facing Pages” and “New Pages” sections to this tab, respectively. Refer to the previous documentation by section name if you wish to look up how a particular type is meant to be used, and also keep in mind that the **Preview** button at the top of this pane can be used to preview header and footer arrangements by type as well.

Each section has an identical set of header and footer fields, giving you full control over what information will be printed, where it should be printed, and