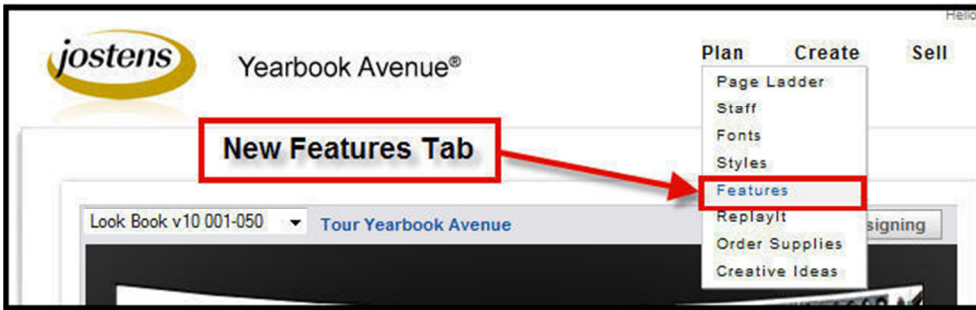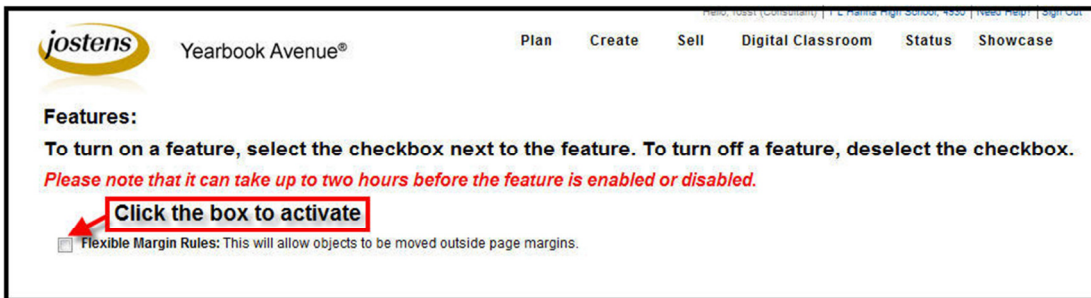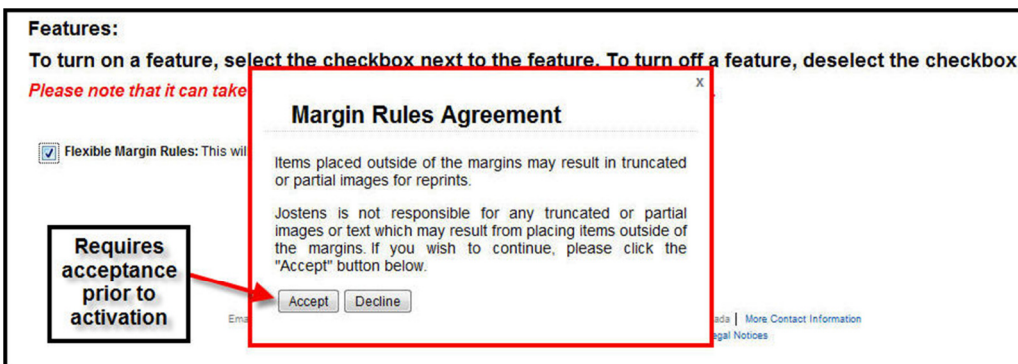# How to activate the flexible margins tool

This new tool allows all elements to be placed anywhere on the page. To activate the feature, navigate to the Plan menu then the Features tab, which is new this year.



Once you've selected Features, the following screen will appear. Click the box to the left of Flexible Margin Rules to activate the feature.



After clicking the checkbox, a user agreement will pop up requiring you to accept the Margin Rules Agreement prior to proceeding. **It is crucial to understand that any element placed beyond the page margins can/will be trimmed in the final product.** You will be allowed to move objects outside the normal margin with no limits on the placement of those objects. It will also allow text to be pushed outside of the margin. **Layouts will not be questioned by the plant for trim issues once the Flexible Margin Rules feature has been activated**. If you have any questions regarding what is "safe," please contact your sales rep or plant consultant prior to proceeding.



As the adviser, you have the ability to deactivate/ activate the Flexible Margin feature at any time by simply clicking the box again under Plan→Features. If the feature is deactivated, pages will revert to traditional margin rules (where text can't extend past page margins and photos/ art must either be inside the margins or extend out to the shaded trim area on the page designer). Turning the rule off will **NOT** adjust any elements already moved using the Flexible Margin Rule feature.