

Microsoft Word

Changing Margins

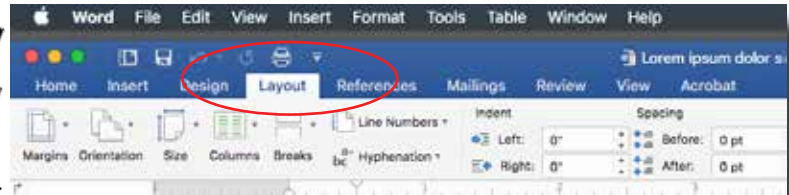
A margin is the space between the text and the edge of your document. By default, a new document's margins are set to Normal, which means it has a one-inch space between the text and each edge. Depending on your needs, Word allows you to change your document's margin size.

Step One:

Open your document. Select the Layout Tab in the Word Toolbar.

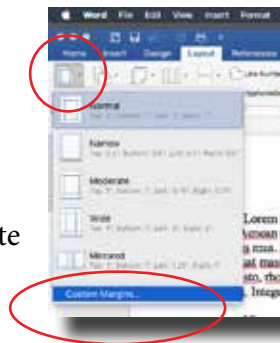
Word Menu

Word
Toolbar



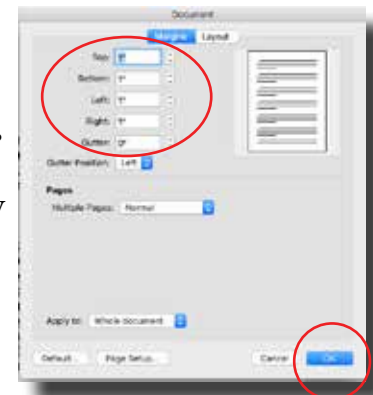
Step Two:

Click the Margins icon to open a drop-down menu. From here, you may select a preset margin option, or scroll to the bottom to create custom margins.



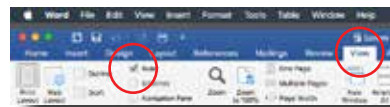
Step Three:

If you have chosen to create custom margins, this pop-up window will open, and you may set new parameters. Click OK.

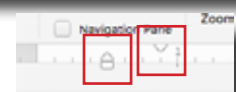
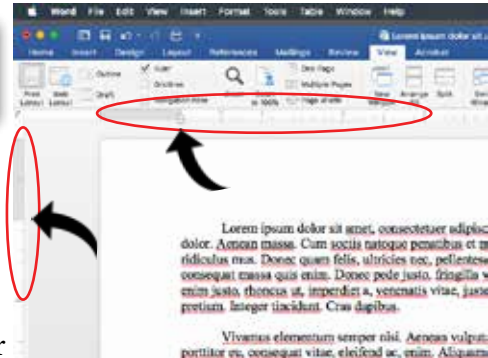


Alternatively:

Another useful method is to open your Rulers. Click the View Tab and tick the Rulers box (See circles). Rulers will appear along the top and left sides of your document. (See ovals)



When hovering over the area where white meets gray (see arrows), your cursor will become a double-sided arrow and you may grab your margin line to drag in either direction, tweaking them. Your page will display the new margins immediately. This is most helpful when quickly trying to fit two pages onto one page.



Further manipulation to your document may be attained by moving the indicators in the top ruler. (See squares)

