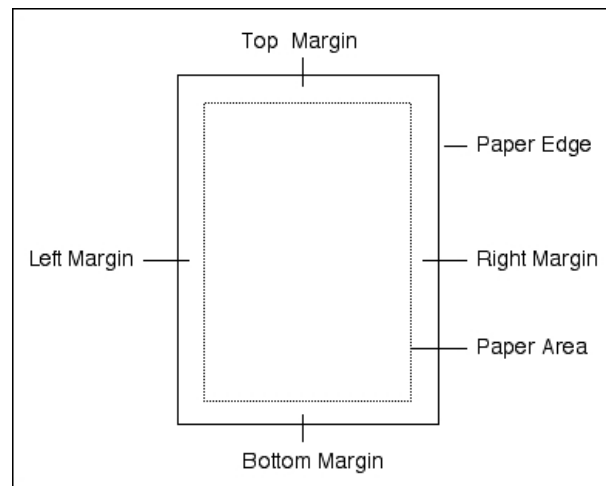


# Margins and Indents

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## Page Margins

Page Margins are the space between the edge of the paper and where your text is printed. They allow you to control where your text is printed on a page. All printers require a certain amount of space from the edge of the paper to where the printing starts and documents would not look very professional if they started very close to the edge of the paper. The following diagram shows the position of the page margins.



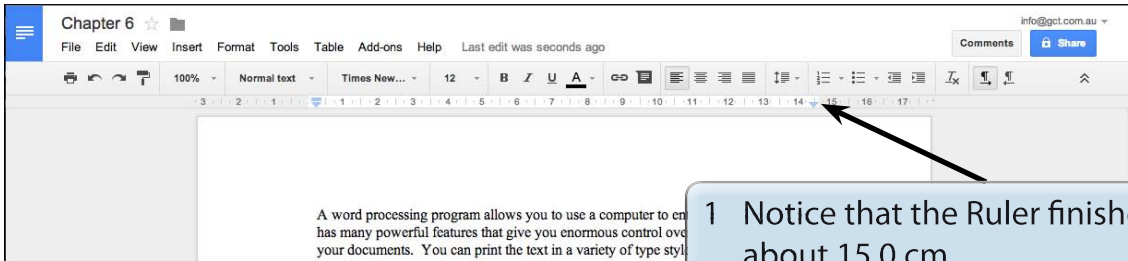
When your document is set to A4 paper, Google Docs sets the TOP, BOTTOM, LEFT and RIGHT margins to 2.54 cm (1 inch). These settings can be adjusted as required, but it is unwise to set margins below 1.5 cm. There are two ways to alter page margins, using PAGE SETUP from the FILE menu or by using the RULER.

## Loading a Sample Document

A sample document has been prepared for you which needs to be loaded from the DOCS SUPPORT FILES.

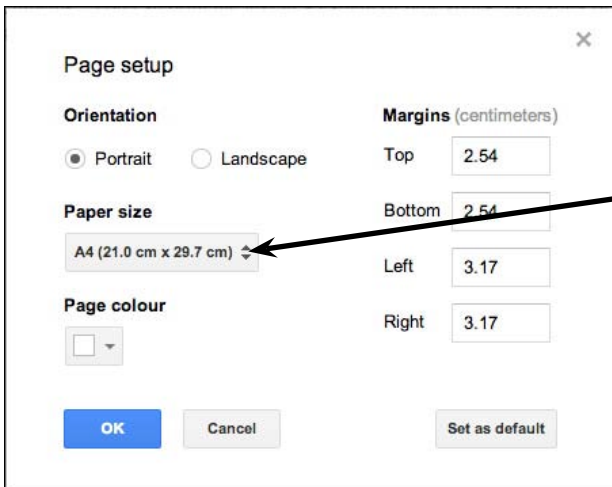
- 1 If you are starting a new session, load Google Docs.
- 2 Display the FILE menu and select OPEN.
- 3 Click on UPLOAD followed by SELECT A FILE FROM YOUR COMPUTER.
- 4 Access the DOCS SUPPORT FILES, double click on the CHAPTER 6 folder to open that folder, then double click on the CHAPTER 6 file to load the file.

## Changing Margins Using Page Setup

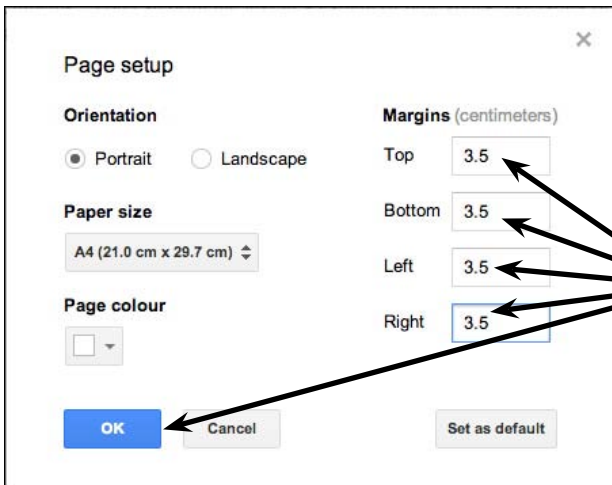


1 Notice that the Ruler finishes at about 15.0 cm.

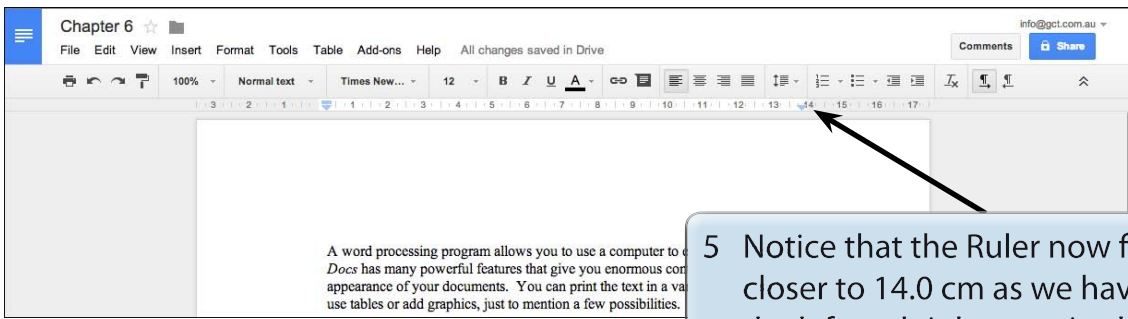
2 Display the FILE menu and select PAGE SETUP.



3 Set the PAPER SIZE to the paper you will be printing to. (It is probably A4.)



4 Change the TOP, BOTTOM, LEFT and RIGHT margins to 3.5 cm and select OK.

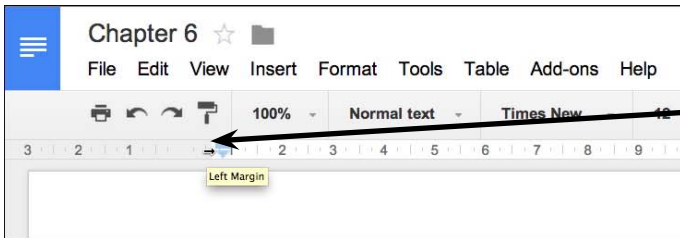


5 Notice that the Ruler now finishes closer to 14.0 cm as we have made the left and right margins larger and reduced the print area.

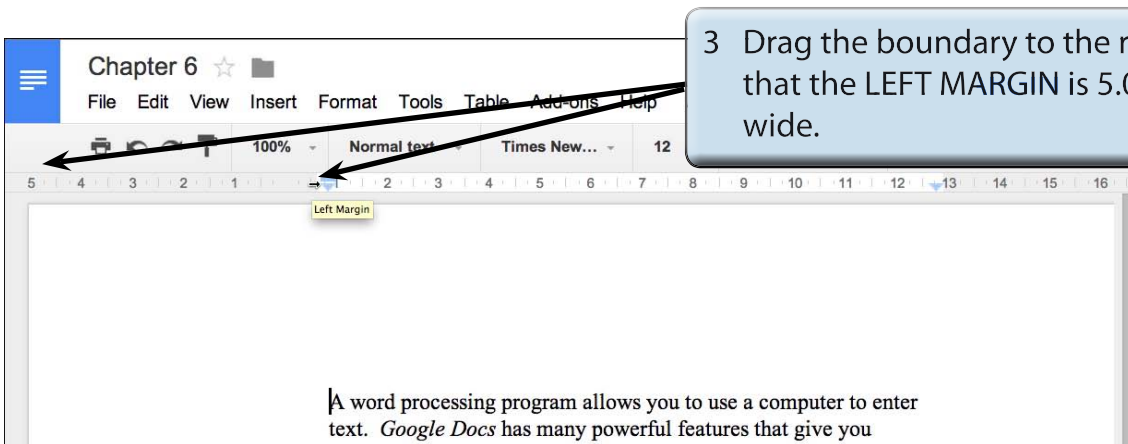
## Manually Adjusting Page Margins Using the Ruler

You can adjust the left and right margins directly on the screen using the Ruler.

- 1 Press CTRL+ or COMMAND+ a few times to zoom your screen up so that you can see the Ruler icons more clearly.



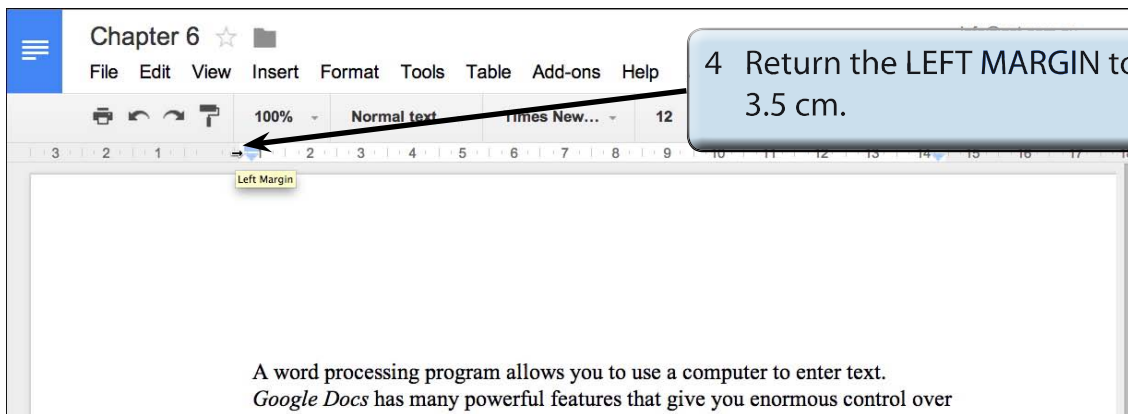
2 Move the pointer over the right boundary of the left shaded area in the Ruler, which is the LEFT MARGIN, until the pointer changes to a horizontal arrowed line.



3 Drag the boundary to the right so that the LEFT MARGIN is 5.0 cm wide.

A word processing program allows you to use a computer to enter text. *Google Docs* has many powerful features that give you

- NOTE:**
- i This has increased the **LEFT MARGIN** to about 5.0 cm from the left edge of the paper.
  - ii The **INDENT** markers at the left of the Ruler have been moved to the right slightly in this document to make it easier to move the boundary of the **LEFT MARGIN** box.



- NOTE:**
- i The **RIGHT** margins can be adjusted in the same way using the **RIGHT MARGIN** border at the right of the Ruler
  - ii The **TOP** and **BOTTOM** margins need to be adjusted using the **PAGE SETUP** dialogue box.