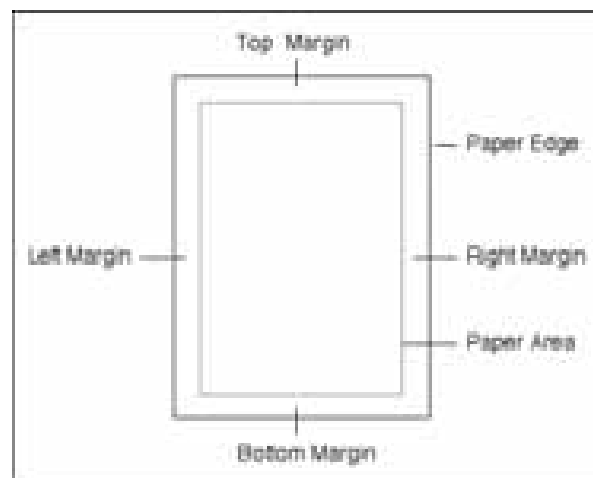


Margins and Indents

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.



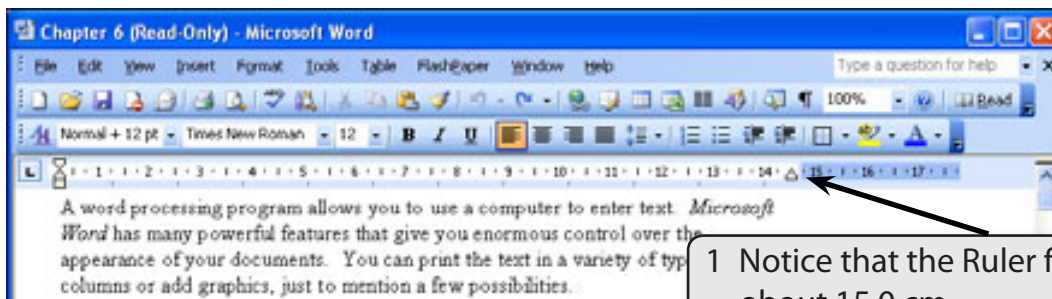
When your document is set to A4 paper, Microsoft Word sets the TOP and BOTTOM margins to 2.54 cm (1 inch) and the LEFT and RIGHT margins to 3.17 cm (1.25 inches). These settings can be adjusted as required, but it is unwise to set margins below 1.5 cm. There are two ways to alter page margins, using PAGE SETUP from the FILE menu or by using the Ruler.

Loading a Sample Document

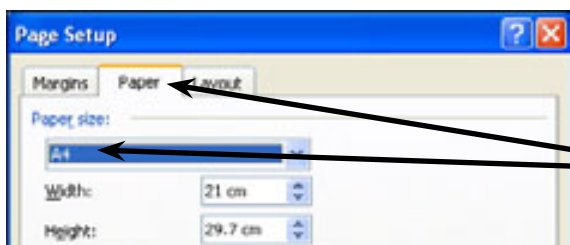
A sample document has been prepared for you which needs to be loaded from the WORD SUPPORT FILES.

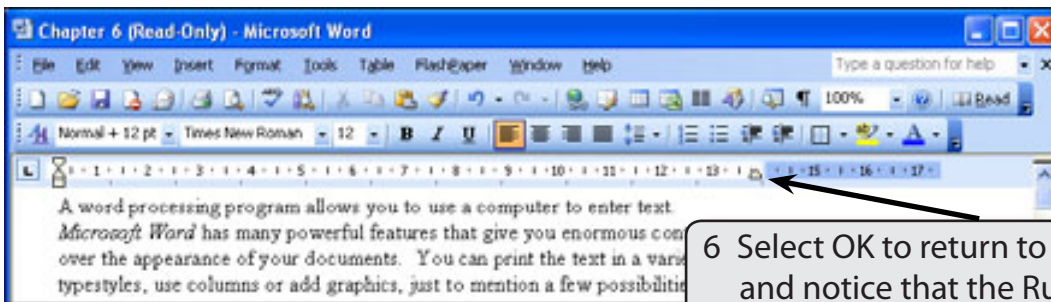
- 1 Load Microsoft Word or close the current file.
- 2 Select OPEN from the FILE menu.
- 3 Access the WORD SUPPORT FILES folder, double click on the CHAPTER 6 folder to open it then double click on the CHAPTER 6 file to load that file.
- 4 Click on YES to open the file as a READ ONLY file.

Changing Margins Using Page Setup



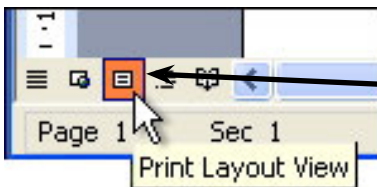
2 Display the FILE menu and select PAGE SETUP.





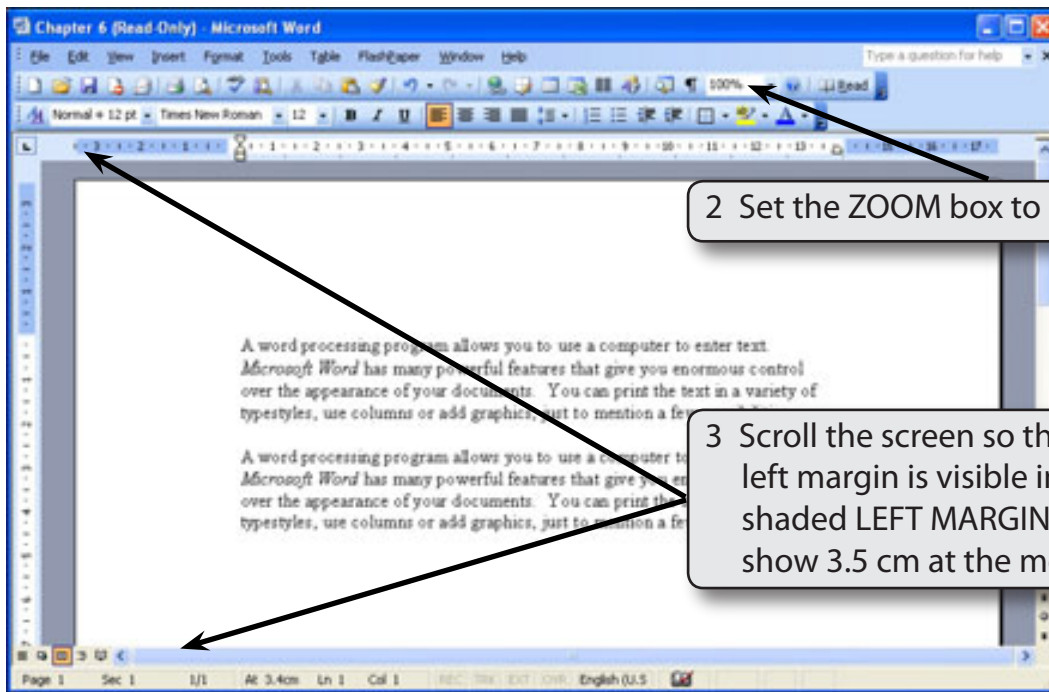
Manually Adjusting Page Margins Using the Ruler

You can adjust the margins directly on the screen using the Ruler. This needs to be done in PRINT LAYOUT VIEW or PRINT PREVIEW.



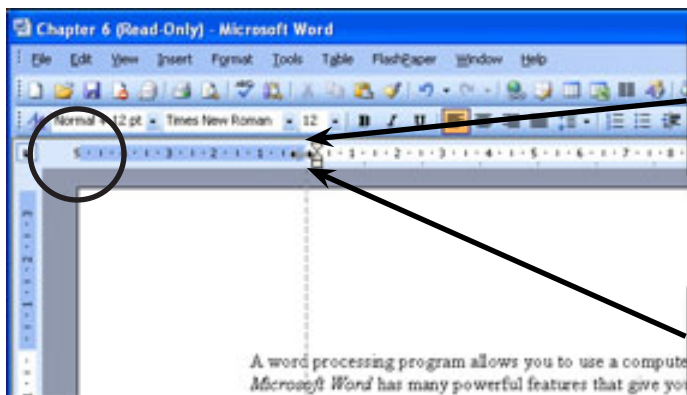
1 Set the screen to PRINT LAYOUT VIEW by clicking on the PRINT LAYOUT VIEW button at the bottom left of the screen.

NOTE: You can also select PRINT LAYOUT VIEW from the VIEW menu.



2 Set the ZOOM box to 100%.

3 Scroll the screen so that all of the left margin is visible in the Ruler. The shaded LEFT MARGIN BOX should show 3.5 cm at the moment.



4 Move the pointer over the right boundary of the left shaded area in the Ruler until the pointer changes to an arrowed line.

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

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.