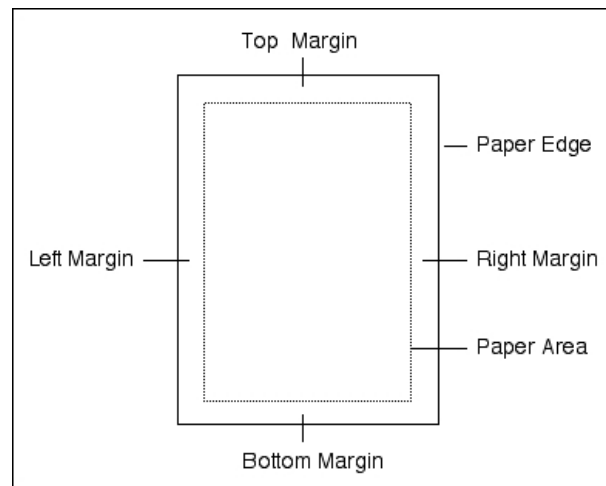


Margins and Indents

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.



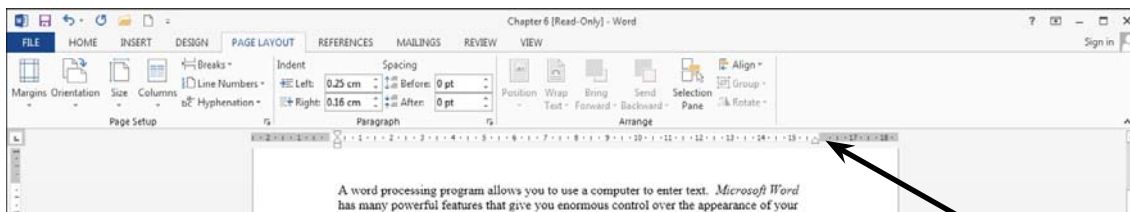
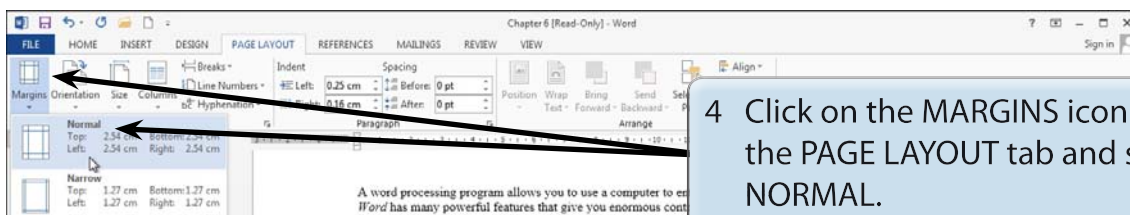
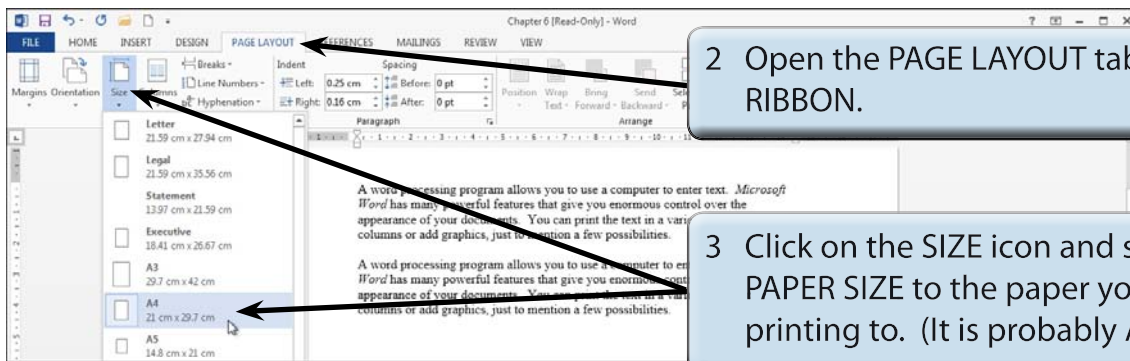
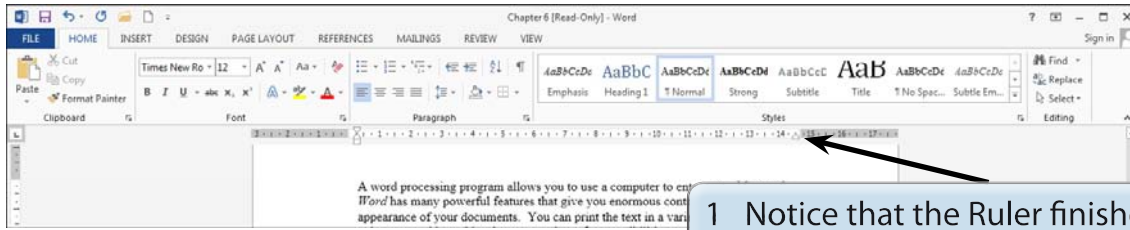
When your document is set to A4 paper, Microsoft Word sets the TOP, BOTTOM, LEFT and RIGHT margins to 2.54 cm (1 inch). These settings can be adjusted as required, but it is unwise to set margins below 1.5 cm. There are two ways to alter page margins, using the PAGE LAYOUT tab of the RIBBON or by using the RULER.

Loading a Sample Document

A sample document has been prepared for you which needs to be loaded from the WORD 2013 SUPPORT FILES.

- 1 Load Microsoft Word and select OPEN OTHER DOCUMENTS or close the current file then click on the FILE tab and select OPEN.
- 2 Access the WORD 2013 SUPPORT FILES.
- 3 Double click on the CHAPTER 6 folder to open that folder, then double click on the CHAPTER 6 file to load the file. Select YES to the READ ONLY message and press the ESC key to exit READ MODE.

Changing Margins Using Page Setup



6 You can set custom margins when required.

7 Click on the arrow at the right of the PAGE SETUP group heading to open the PAGE SETUP dialogue box.

8 Change the TOP, BOTTOM, LEFT and RIGHT margins to 3.5 cm.

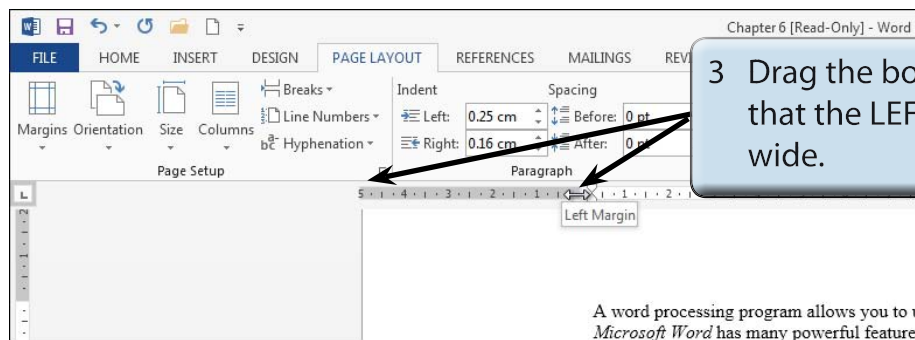
9 Select OK to return to the document and notice that the Ruler now finishes closer to 14.0 cm as we have made the left and right margins larger and reduced the print area.

Manually Adjusting Page Margins Using the Ruler

You can adjust the margins directly on the screen using the Ruler.

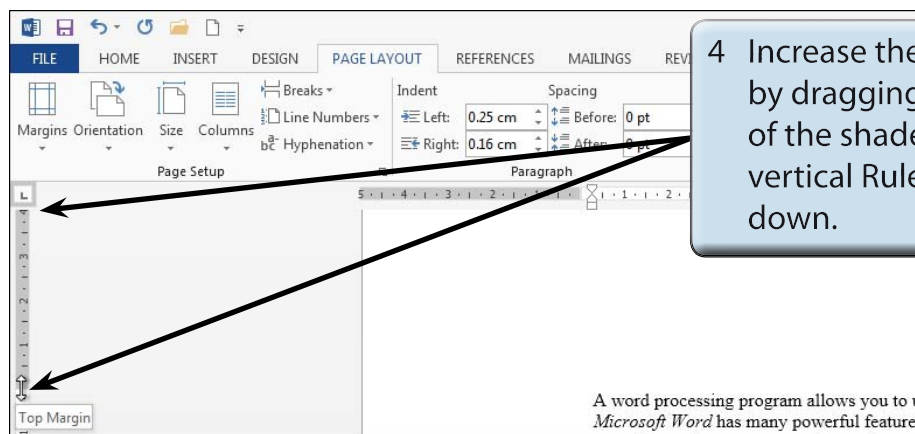
1 Check that your screen ZOOM is set to 100%.

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.



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 and BOTTOM margins can be adjusted in the same way using the RIGHT MARGIN box at the right of the top Ruler and the BOTTOM MARGIN box at the bottom of the vertical Ruler.
- ii If you hold down the ALT key as you drag the margin boundaries, the measurements will be displayed.