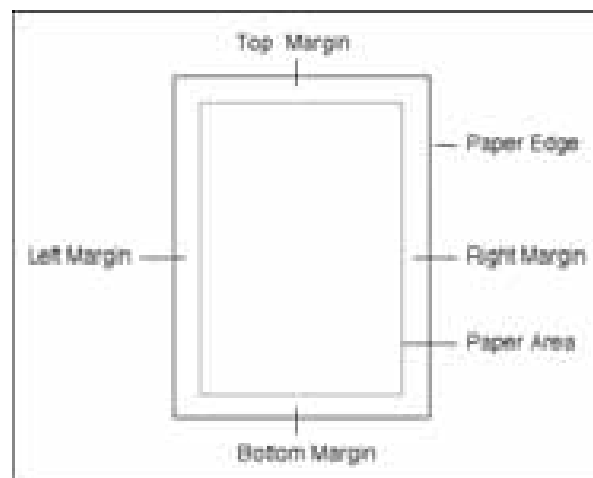


Margins and Indents

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.



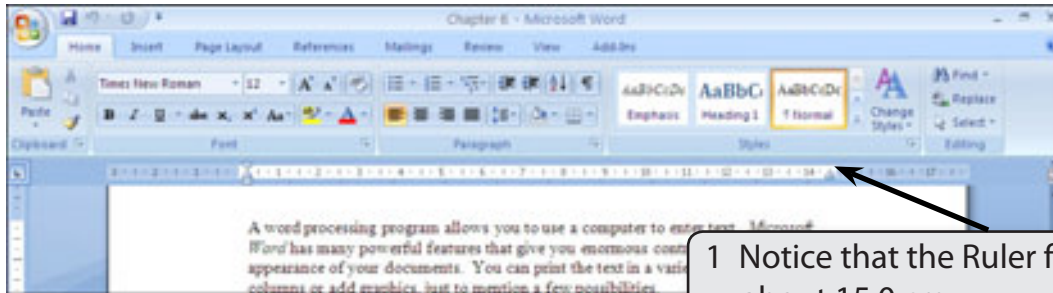
When your document is set to A4 paper, Microsoft Word sets the TOP and BOTTOM margins to 2.54 cm (1 inch) and the LEFT and RIGHT margins to 3.17 cm (1.25 inches). These settings can be adjusted as required, but it is unwise to set margins below 1.5 cm. There are two ways to alter page margins, using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

Loading a Sample Document

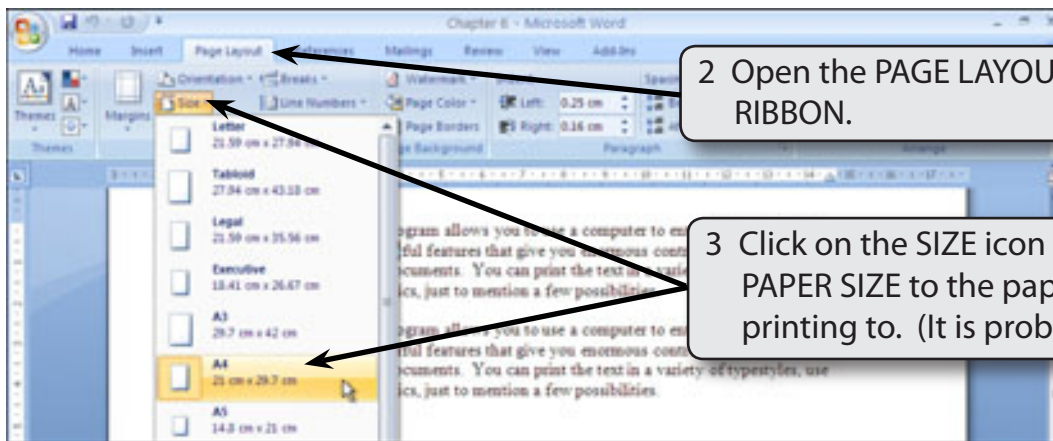
A sample document has been prepared for you which needs to be loaded from the WORD 2007 SUPPORT FILES.

- 1 Load Microsoft Word and click on the OPEN icon in the OFFICE BUTTON, or close the current file and click on the OPEN icon in the OFFICE BUTTON.
- 2 Access the WORD 2007 SUPPORT FILES.
- 3 Double click on CHAPTER 6 folder to open that folder, then double click on the CHAPTER 6 file to load the file as a READ ONLY document.

Changing Margins Using Page Setup

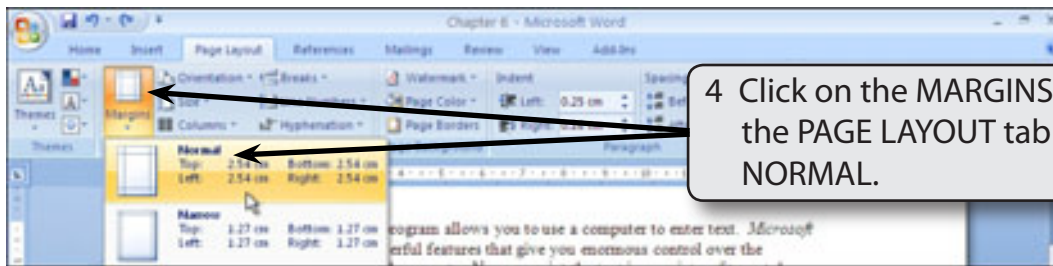


1 Notice that the Ruler finishes at about 15.0 cm.

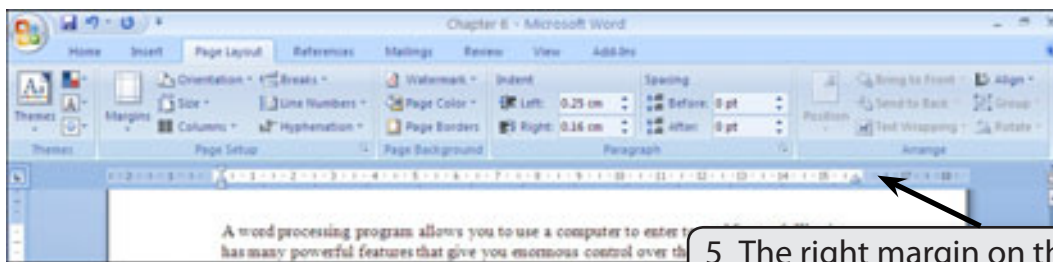


2 Open the PAGE LAYOUT tab of the RIBBON.

3 Click on the SIZE icon and set the PAPER SIZE to the paper you will be printing to. (It is probably A4.)

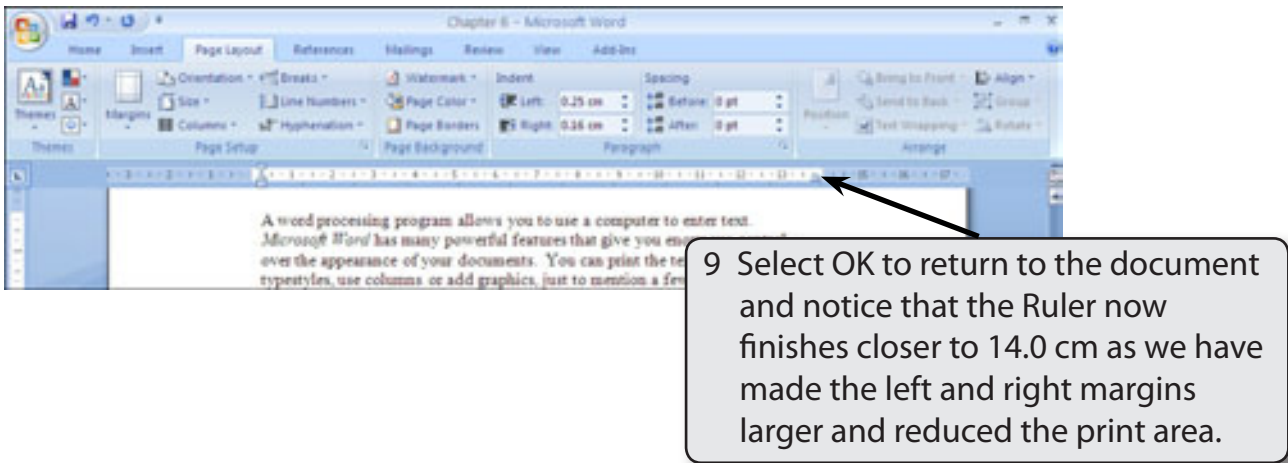
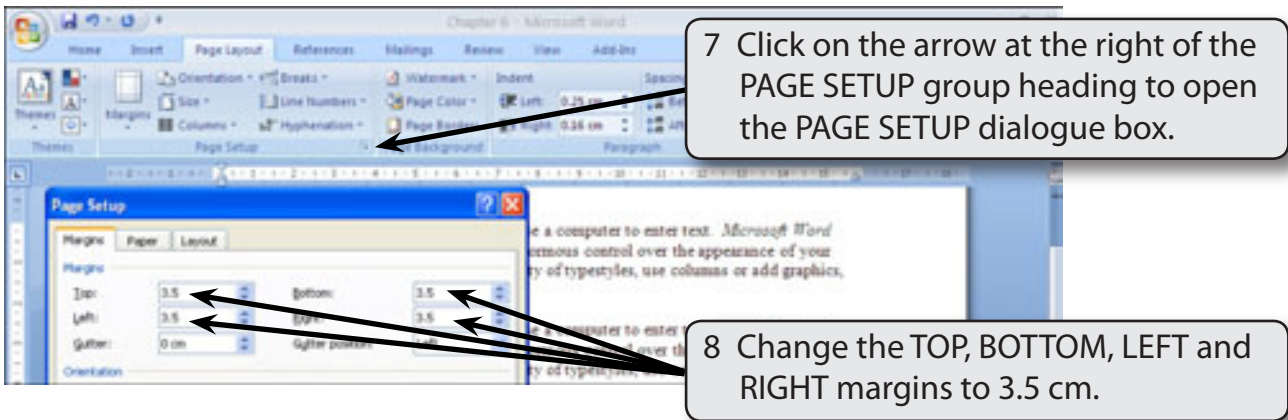


4 Click on the MARGINS icon in the PAGE LAYOUT tab and select NORMAL.



5 The right margin on the page has changed to about 15 cm.

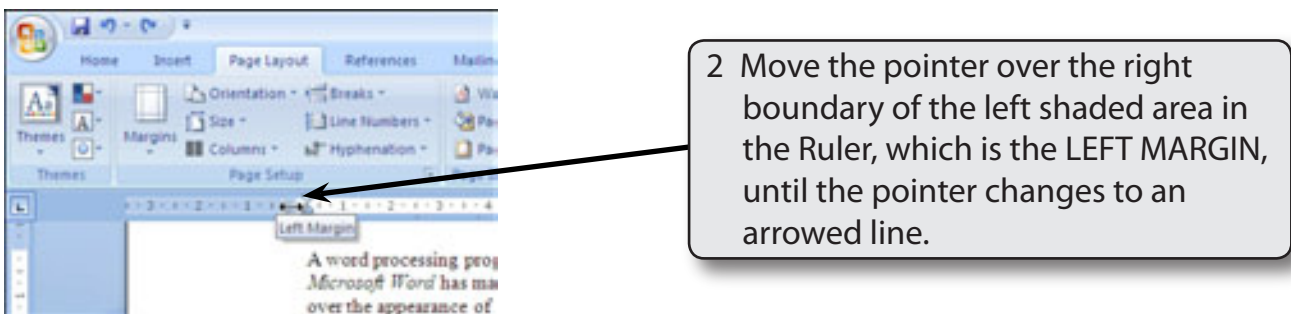
6 You can set custom margins when required.

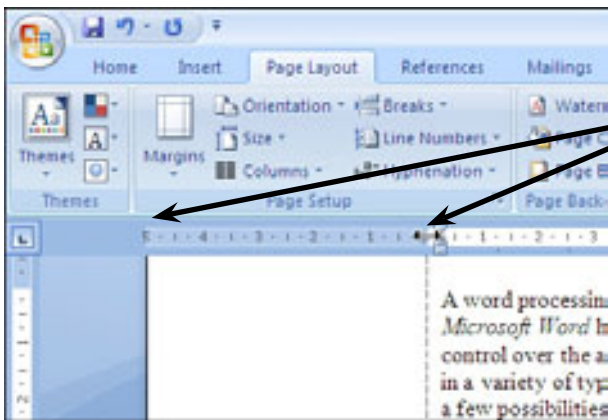


Manually Adjusting Page Margins Using the Ruler

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

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

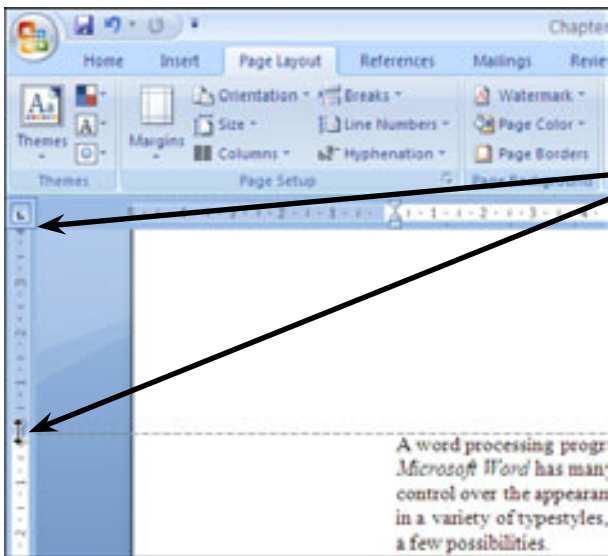




3 Drag the boundary to the right so that the LEFT MARGIN box is 5.0 cm wide.

NOTE:

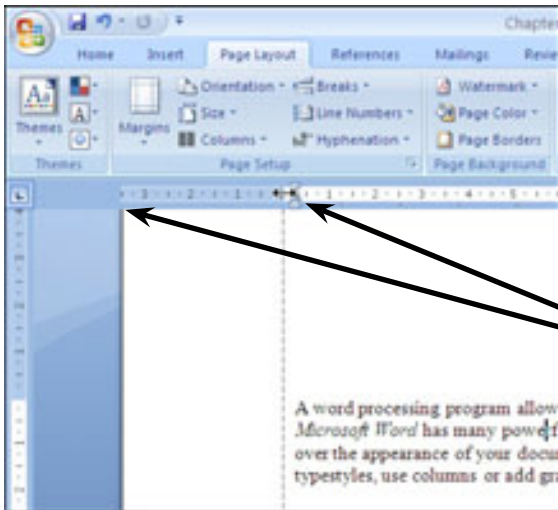
- i This has increased the LEFT MARGIN to about 5.0 cm from the left edge of the paper.
- ii The INDENT markers at the left of the Ruler have been moved to the right slightly in this document to make it easier to move the boundary of the LEFT MARGIN box.



4 Increase the TOP MARGIN to 4.0 cm by dragging the bottom boundary of the shaded area at the top of the vertical Ruler at the left of the screen down.

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.



5 Return the LEFT MARGIN to 3.5 cm.

Page Indents

When you need to adjust the width of paragraphs within a page the **INDENT MARKERS** in the Ruler are used. The **INDENT MARKERS** are the solid triangles at both ends of the Ruler. The following diagram indicates what the markers represent.

