

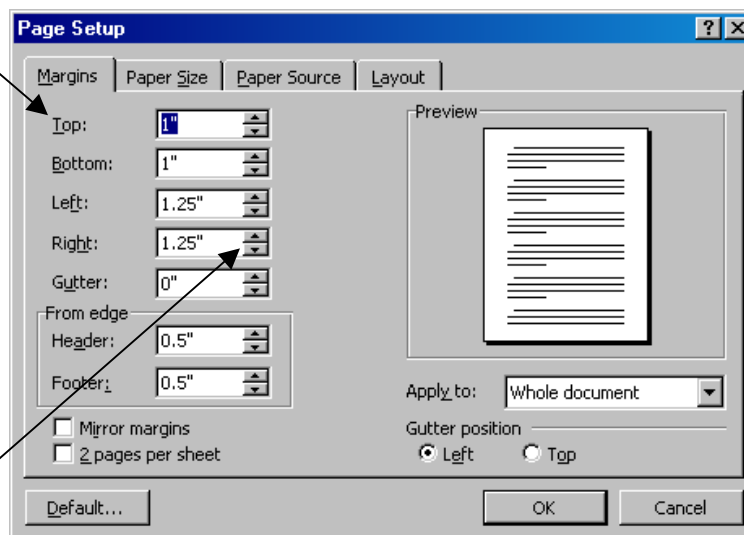
Margins, the white spaces along the perimeter of most *Word* documents, usually measure between 1" and 1 ¼ " and do not contain text. They are helpful as they allow us to hold a document without covering the content with our hands and fingers. Sometimes, it makes sense to adjust a margin so that text will fit onto a page more precisely.

When using a PC, there are at least two ways to change the margins. Listed on the front and back of this sheet are two of the most popular ways.

Changing the Margins with a Dialog Box:

Step 1: In Microsoft Word, move your cursor to the File dropdown menu, click once, and in then move your cursor down to Page Setup and click a second time.

Step 2: By doing so, you should now have a dialog box which looks like the one below. Notice that within this dialog box there are four tabs along the top. The default tab—Margins--is the one needed for this exercise.

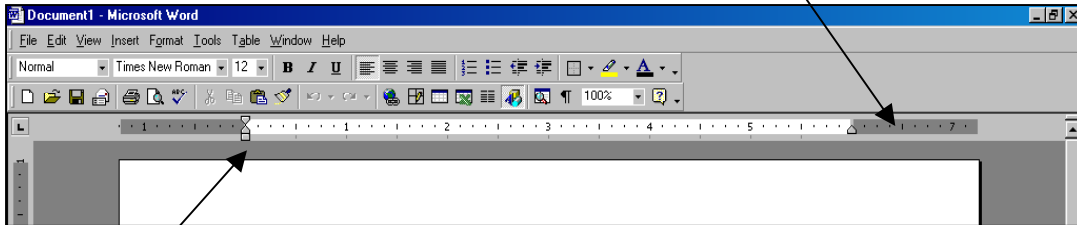


Step 3: Within the dialog box on the left there are several white text boxes which allow you to set the size of the margins in inches. You can control these boxes by highlighting the defaulted number and then typing the desired measurement, or by using the small black arrows on the right hand side of each box. Once done, click the OK button and the margins should adjust.

Changing the Margins with the Ruler:

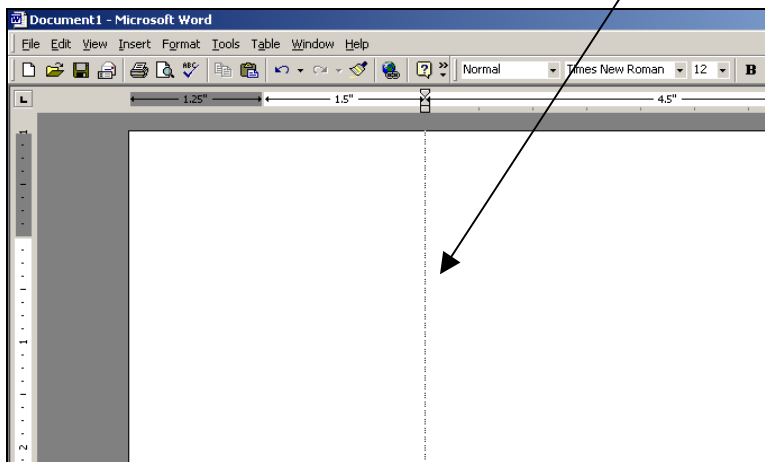
Step 1: Open a *Word* document and locate the ruler at the top of the page. The ruler is below the tool bars, but above the text area. This ruler will let you change the left and right margins.

Step 2: The ruler is divided into two sections—two gray shaded areas on the left and right (the margins) and a white area in the middle. It is between the margins (the white area) in which you can type text.



Step 3: The left and right margins change in essentially the same way, but from different directions on the ruler. To change either margin, move the mouse to the edge of the white part of the ruler and hover for a moment. Soon a double-headed black arrow should appear. Be patient, it may take a moment. When it appears, left click and hold, and drag the mouse to where you want the margin. Notice that as you drag, a dotted line appears on the document. This line corresponds to where the margin will be. Release the mouse button when the dotted line is where you want the margin to be.

NOTE: On the ruler, the edge of the left margin is covered by the *indent* tools. The indent tools are similar to the margins but not quite the same. *Make sure you see the double-headed black arrow before clicking otherwise you may invoke an indent tool, not the margin itself.*



If you need help, please ask a librarian. 413-263-6828, ext. 213