Margins

Margins define the blank space between the text and the top, bottom, left, and right edges of the page. Set your document margins early; if you have to change the margins later, you risk changing the location of figures and tables.

Changing margins

By default, Word sets the top and bottom margins at 1 inch and the left and right margins at 1.25 inches. You can set custom margins for a document, but there are a couple of things to keep in mind when adjusting margins. First, margins affect all the pages in a section of a document. Second, headers and footers are contained in the top and bottom margins, so make sure you don’t decrease the margins too much or the header and footer information might not print completely. You can adjust the margins through the Print Preview window or through the Margins tab of the Page Setup dialog box.

You can adjust the left and right margins and the top and bottom margins in the Print Preview window by dragging the margin borders. This allows you to see the effect on the pages immediately, but does not allow you to specify exact measurements for the margins. The Print Preview window displays a horizontal ruler and a vertical ruler. Using these rulers as guides, you can drag the margin borders to increase or decrease the size of the margins.

The left margin boundary on the horizontal ruler is between the left-indent and first-line-indent markers. The right margin boundary is above the right indent marker. To move the left or right margin boundary, point to it with the mouse and drag the boundary. When you are over the left or right margin boundary, the mouse pointer becomes a double-headed arrow.

The top margin boundary is at the upper intersection of the gray and white areas of the vertical ruler; the bottom margin boundary is at the lower intersection of the gray and white areas.

To change the left and right margins:

1. Choose File, Print Preview or click the Print Preview button.
2. Place the mouse pointer over the left or right margin boundary on the horizontal ruler.
3. Drag the margin boundary to a new location on the ruler and release the mouse.

The Page Setup dialog box

You can also adjust the margins by using the Margins tab of the Page Setup dialog box. The Margins tab includes spin controls that allow you to increase or decrease each
margin. You can specify an exact measurement for each margin, but you must close the
dialog box and preview the document to see the effect of the new margins. To change
the margins using the Page Setup dialog box:

1. Choose **File, Page Setup** to display the Page Setup dialog box (as shown
below).
2. Click the **Margins** tab.

![Page Setup dialog box](image)

*The Margins tab of the Page Setup dialog box*

3. Use the spin controls to adjust the margins or type a new measurement in the
text box for each margin.
4. Click **OK**.