



Adjusting Word Margins

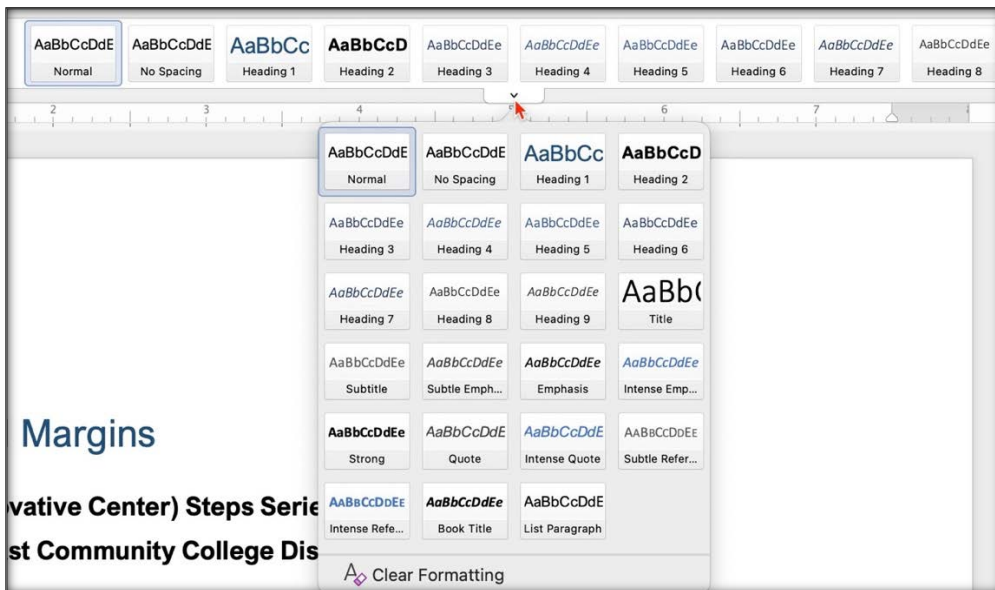
IIC (Instructional Innovative Center) Steps Series

Software: Microsoft Word

Date: July 2022

Introduction: This document will review how you can make margins and other changes in Word. You must understand that there are multiple styles you may need to use in college. They include APA (American Psychological Association), MLA (Modern Language Association), Chicago Manual of Style, and AP (Associated Press). Please make sure to review your project directions or speak to your teacher.

Before you go into the complexity of changing margins and rules, you may want to try the current Word Styles (found on the **Home** tab of the Ribbon).



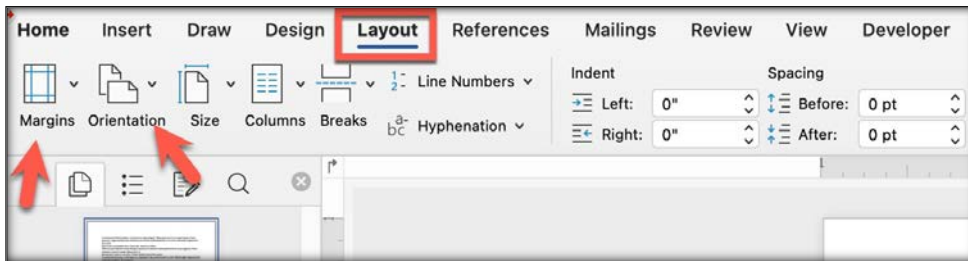
In addition, it might be helpful to enable the Ruler view in your document. These do not print; they are for viewing only. To enable **Rulers** go to the View tab. Enable **Rulers**



Step 1 – Start Word and locate the document

Once you open the document you can set the margins for the entire document. Be sure to click wherever you want to update the settings.

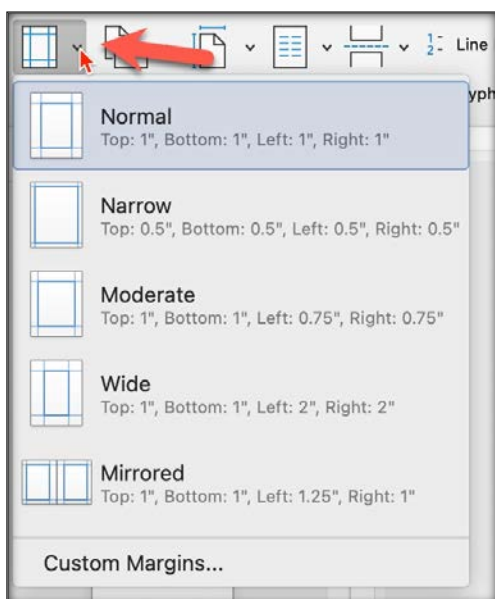
Step 2 – Click Layout on the Word Ribbon



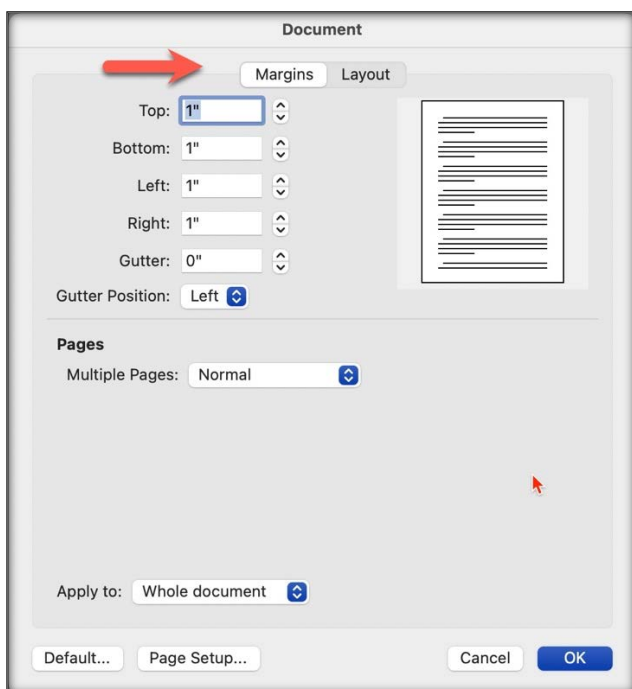
Before you proceed to change margins, be sure you want the proper orientation for the paper. The default is Portrait (up and down – like a picture). The alternative is Landscape (which is left to right). If you need to adjust the orientation, click **Orientation**. Click *Portrait* or *Landscape*.

Step 3 – Check and Adjusting the Margins

Click **Margins** under the *Layout* tab and a set of default margins will appear.



Should you need to change the margins of the document, click **Custom Margins** at the bottom of the Margins list.



Make necessary changes. When you make changes in the some of the box, other boxes will adjust automatically. You cannot go past .25 since that is the printer major setup.

WARNING: Before changing these setting, check with your Styles guide or your teacher. Most likely the margins set by Word will be fine for your assignments/papers.

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