Change Margins

Change Margin for Whole Document

- Click the Page Layout Tab.
- Click the **Margins** Button in the **Page Setup Group** (see illustration below).

```
Margins Orientation | Size | Columns | Breaks | Line Numbers | Hyphenation |
                   |      |         |        |             |             |
Page Setup         |       |         |        |             |             |
```

- A list of different margins will appear (see illustration below left).
- Choose from one of the available options as shown in the listing.
- To set up Custom Margins, click the **Custom Margins** link.

```
Normal
- Top: 1"
- Bottom: 1"
- Left: 1"
- Right: 1"

Narrow
- Top: 0.5"
- Bottom: 0.5"
- Left: 0.5"
- Right: 0.5"

Moderate
- Top: 1"
- Bottom: 1"
- Left: 0.75"
- Right: 0.75"

Wide
- Top: 1"
- Bottom: 1"
- Left: 2"
- Right: 2"

Mirrored
- Top: 1"
- Bottom: 1"
- Inside: 1.25"
- Outside: 1"

Office 2003 Default
- Top: 1"
- Bottom: 1"
- Left: 1.25"
- Right: 1.25"

Custom Margins
```

**Page Setup Dialog Box**

- The **Page Setup** dialog box will display with the **Margins** tab selected (see illustration above right).
- Tab to the box or click in the box for the margin that is to be changed.
Do one of the following:

- Change the Margin to the desired width by inputting the number into the text box.
- Click the up or down scrolling arrows to change the margin to the desired size.

Repeat the procedure for all the margins.

To change the margin for the whole document, make sure that **Whole Document** appears in the **Apply to** box at the bottom of the page.

To apply different margins to only a particular section of the document, click the **Apply to** list arrow and choose one of the options.

- These options will change depending on whether or not text has been selected.
- The default options are:
  - **Whole Document** – The margin settings will be applied to the whole document.
  - **This Point Forward** – The margins will be applied to the document from the point where the insertion is located to the end of the document.
  - **Selected Text** – This option will be appear if text has been selected in the document. When this option is selected, the margins will be changed just for the selected text.

To change the **Orientation** for the page, click one of the options. These are:

- **Portrait** – The size of the paper will be 8 ½ inches by 11 inches.
- **Landscape** – The size of the paper will be 11 inches by 8 ½ inches.

The **Multiple Pages** option is used to specify how many pages of a document will be printed on one sheet. These options are:

- **Normal** – Prints each page of the document on a separate sheet of paper.
- **Mirror Margins** – With this option, the margins of the left page are a mirror image of those in the right page. That is, the inside margins are the same width and the outside margins are the same width.
- **Two Pages Per Sheet** – This option is used to print a two-page document so it fits on only one page.
- **Book Fold** – This option is used to print a document like a book.
  - When the page is folded, it opens like a book.
  - This option is intended for documents that have more than two pages.

To set the specified margins as the default for all documents:

- Click the **Default** button at the bottom of the **Page Setup** dialog box.
- The message in the illustration below will appear.

![Microsoft Word message](image)

- Click **Yes** to change the specified margins to the default.
- Click **No** to exit the message without making the change.
The **Page Setup** dialog box can also be displayed by clicking the **Dialog Box Launcher Button** in the bottom right corner of the **Page Setup Group** (see illustration below).

The **Orientation** can also be changed by clicking the **Orientation** button in the **Page Setup Group** (see illustration above).