

# How to Change the Margins in a Word 2007 Document

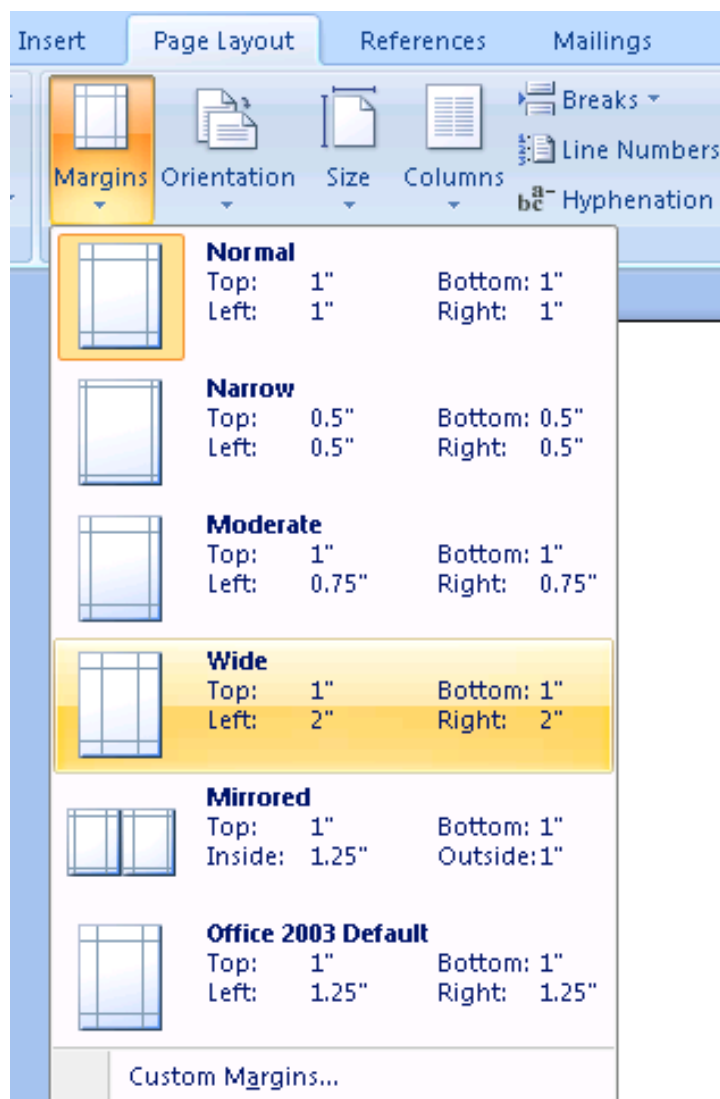
**Subject Descriptors:** Microsoft Office Word 2007, Margins

**Application (Version):** Microsoft Word 2007 for Windows

**Task Description:** How do I change the margins of my Word document? Are there any other ways?

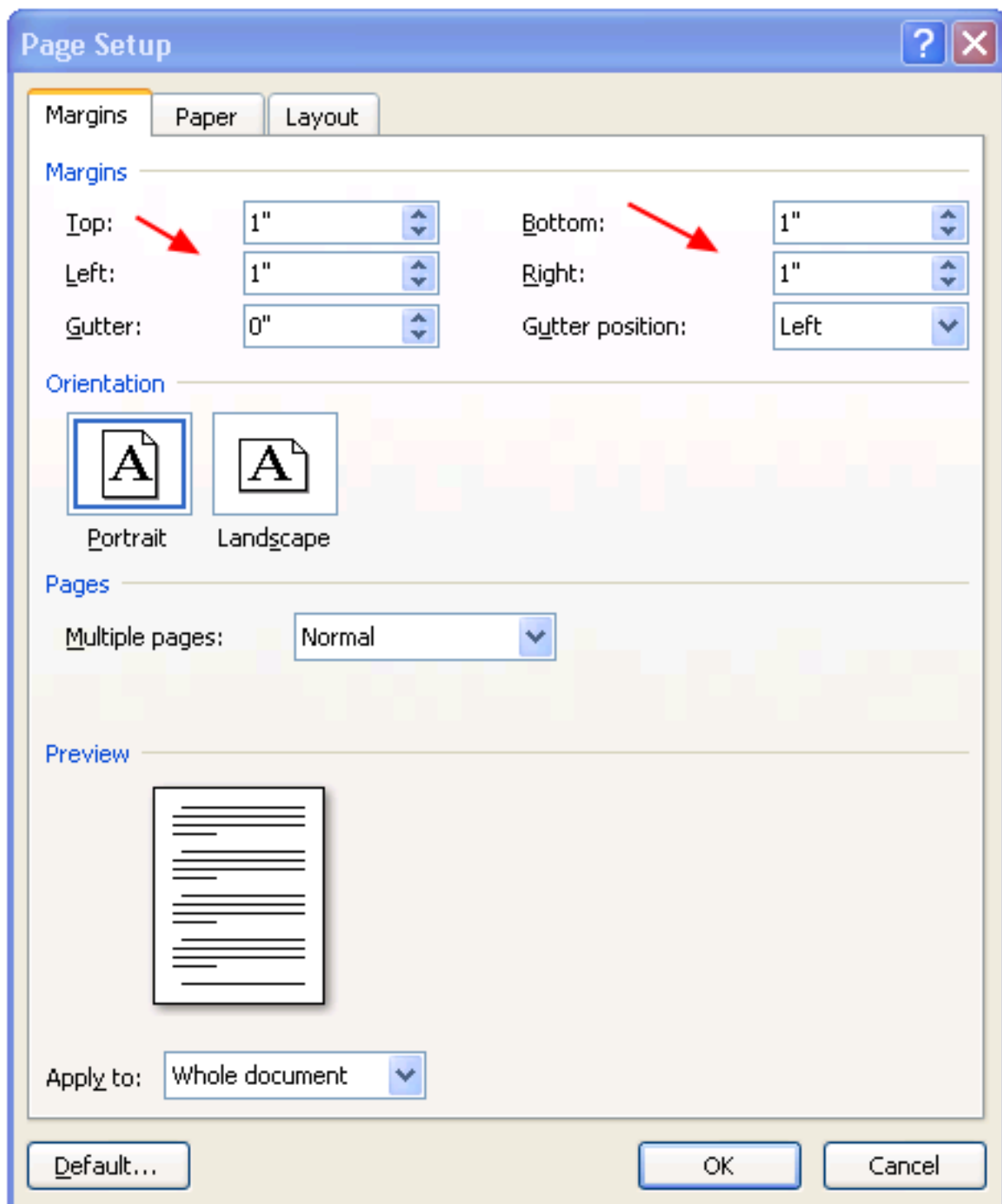
**Tutorial Date:** 12 May 2009, by Sarah Zabriskie

## Changing the Margins for the Entire Document



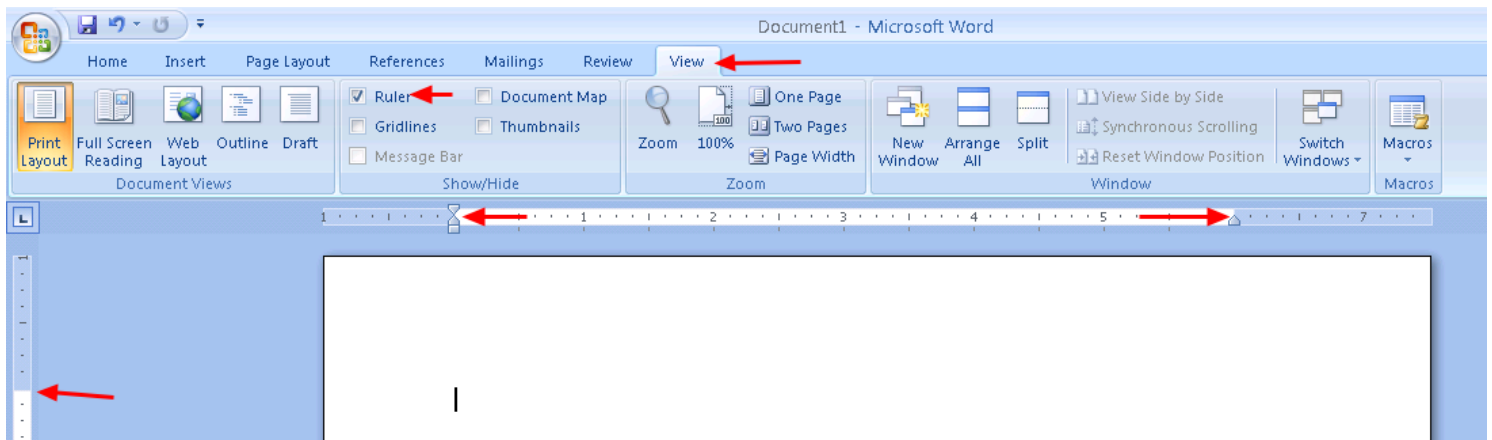
- 1) Select the **Page Layout** tab located near the top left corner of the screen.
- 2) Click on **Margins** just below the **Page Layout** tab
- 3) A drop down box will appear with several customized margins. Select the one appropriate for your document.

## Customized Margins



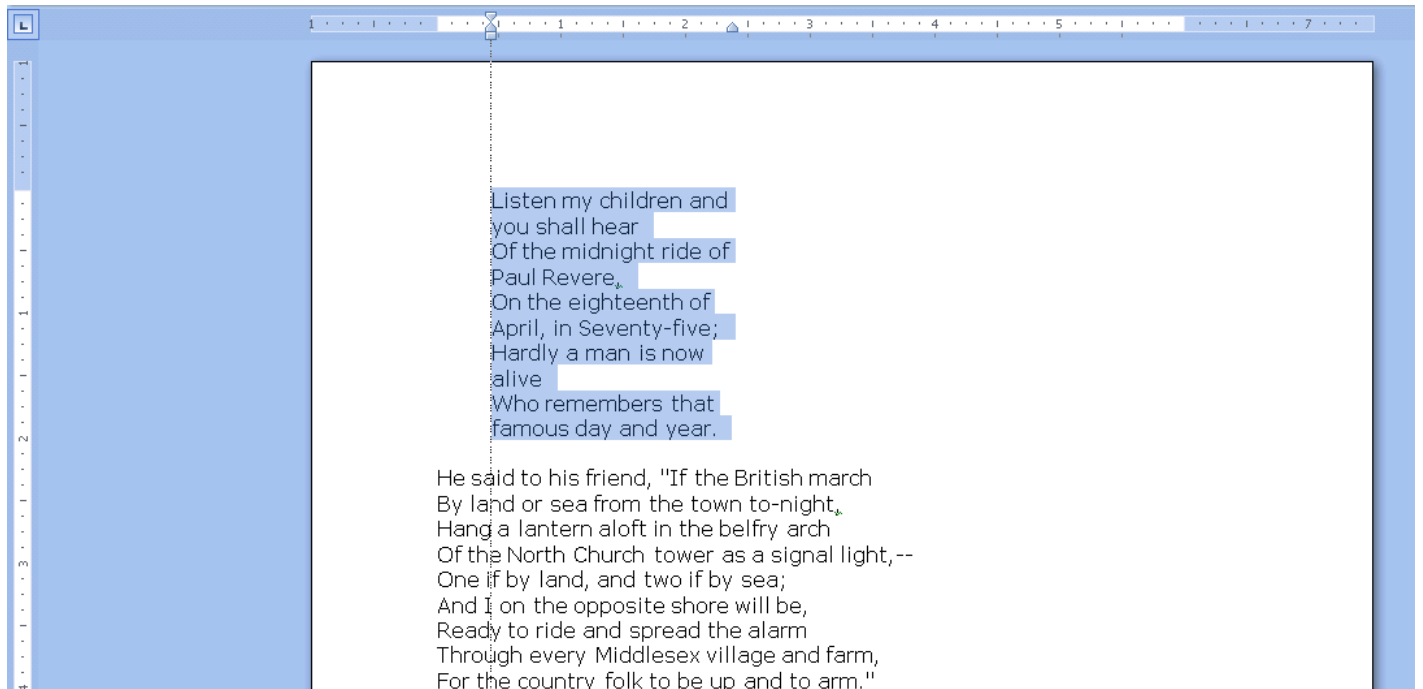
If none of the margins in the drop down box will work for your document, you may customize your margins by following parts 1 and 2 of the step above, and then selecting **Custom Margins** at the bottom of the drop down box. A window will appear that will allow to set your margins to any length and width you desire.

## Changing the Margins Using the Ruler



- 1) If the ruler is not visible on the document, you can make it visible by selecting the **View** tab at the top of the screen
- 2) In the **Hide/Show** group, put a check in the box next to **Ruler** by clicking on the box. The ruler should appear on the top and left sides of the screen.
- 3) You may now change the margins of the entire document by straddling the cursor over the part of the ruler where the blue and white parts meet.
- 4) A small two sided arrow should appear. Click and drag the arrow to change the margins of the document.

## Changing the Margins of a Paragraph



- 1) Make sure the ruler is showing
- 2) Highlight the specific paragraph of which margins you need to change.
- 3) The ruler on the top of the screen has small blue arrows where the blue and white parts meet. Click



the first line of the paragraph indent

- 4) Click and drag the top arrow to the left to make the top line of the highlighted paragraph "out" dent
- 5) The bottom arrow controls the text of the paragraph beneath the first line. Drag the bottom arrow to the right to indent the text below the first line.
- 6) Drag the bottom arrow to the left to "out" dent the text below the first line.