

Paper Size & Change Margins

Subject Descriptors:

Paper Size, Change Margins, OpenOffice.org, Writer, Indentation

Application (Version):

OpenOffice.org 3.1.0 Writer

Windows XP, Windows Vista

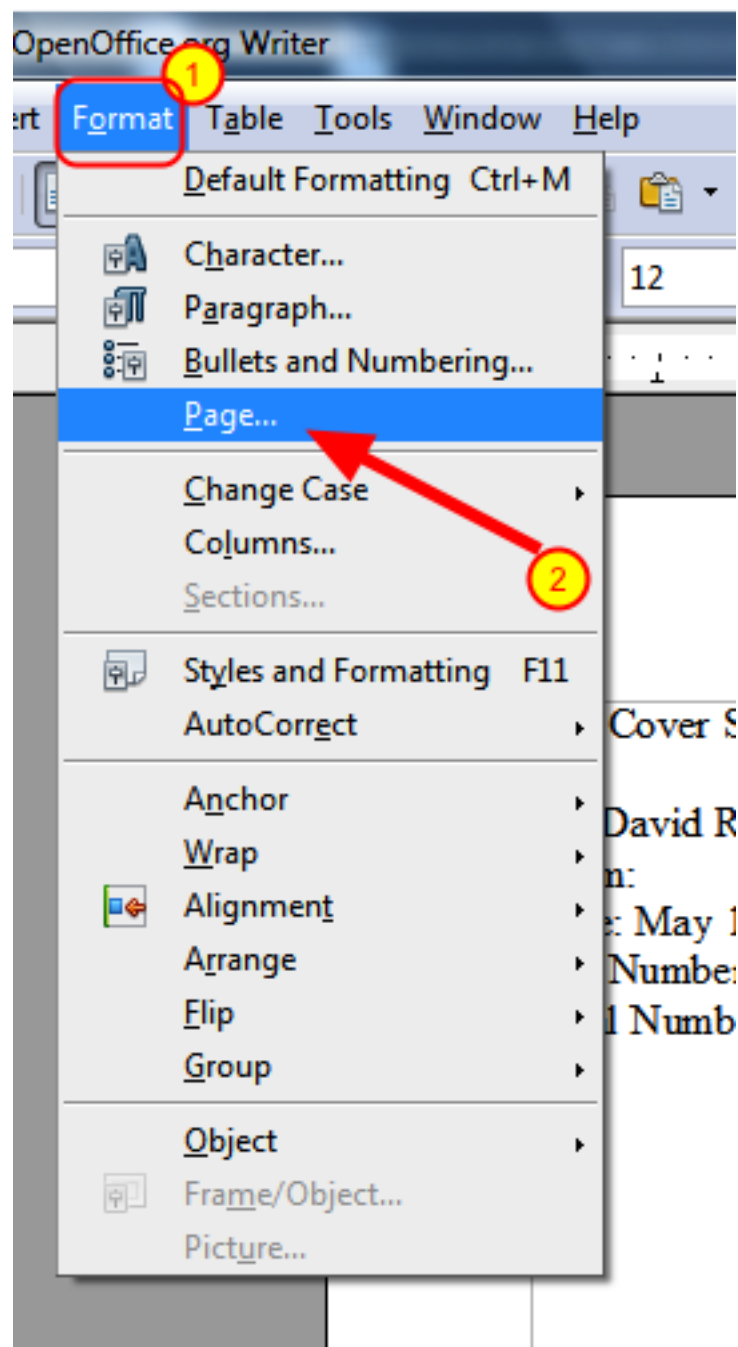
Task Description:

How do I change the margins in OpenOffice? How do I change the paper size in OpenOffice? How do I indent paragraphs using the ruler?

Tutorial Date:

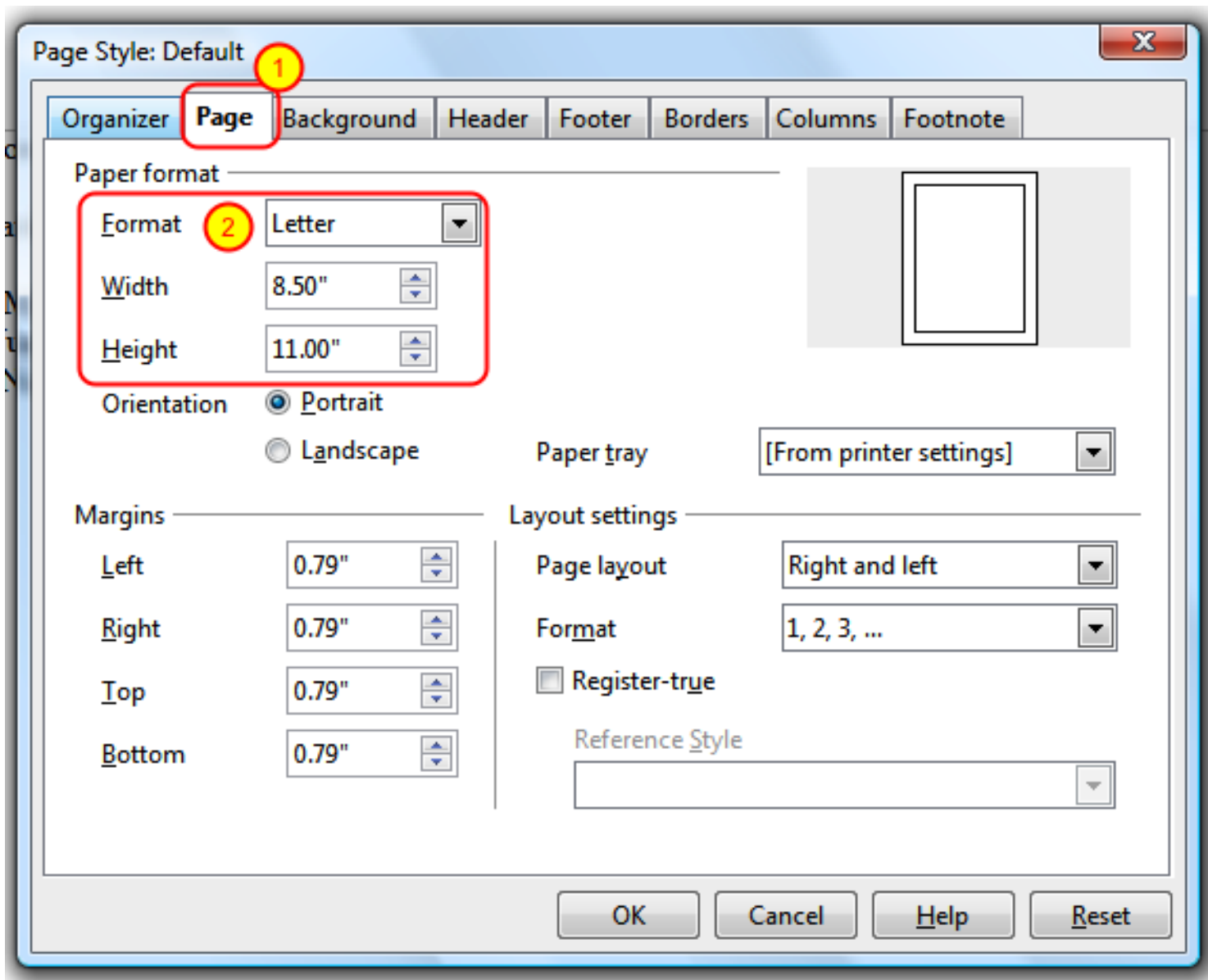
18 May 2009, by Tim Holmes

Opening The Page Formating Window



- 1) Click the **Format** menu at the top of the application.
- 2) Click **Page...**

Changing Page Size



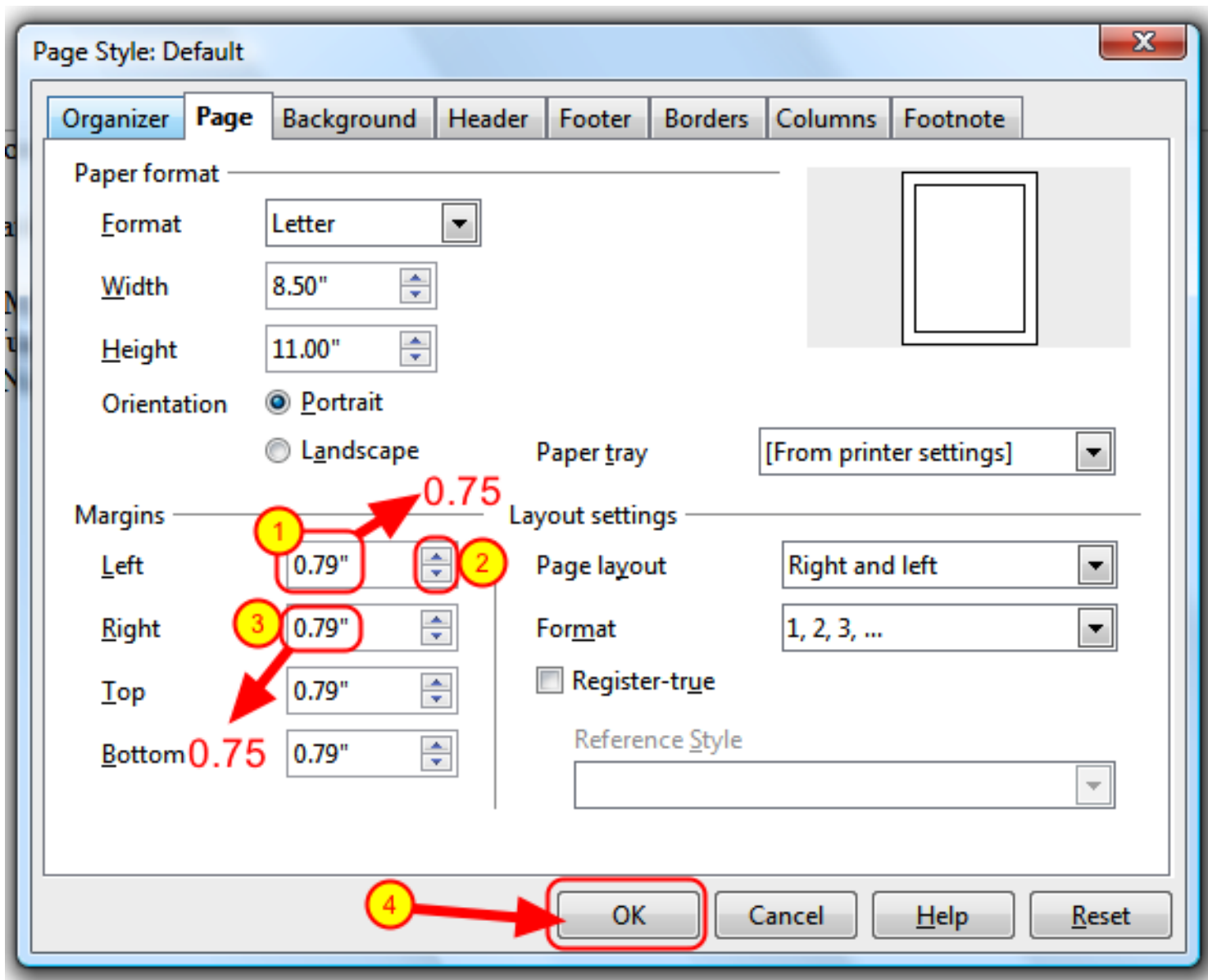
A window (as shown above), will open.

1) Click on the **Page** tab if it's not already showing.

2) For this tutorial we will use a paper size of 8 ½ by 11 inches which is a common size in the USA. Under “Paper format”, in the “Format” pull-down menu, select Letter if it is not already selected. To use other paper sizes, open the “Format” pull-down menu and select a size of your choice.

Words, numbers, and graphics can be placed anywhere on a sheet of paper except for a small border at the four outer edges of the paper. The word margin is used to describe the boundary lines where the borders end and the words begin. All future added words, numbers, and graphics will stay within the lines that indicate the margins. The margin lines appear on the screen and will not appear on the printed page.

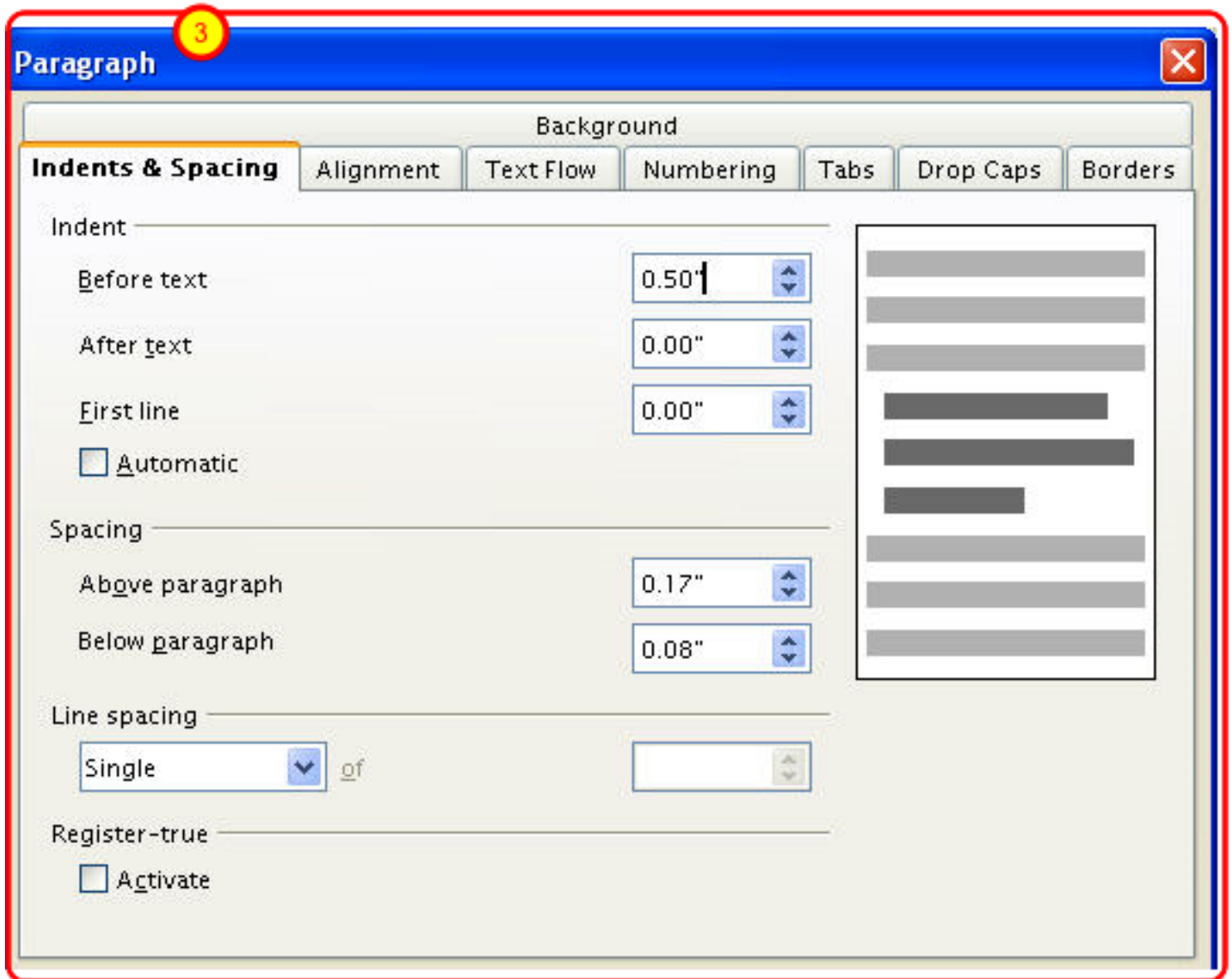
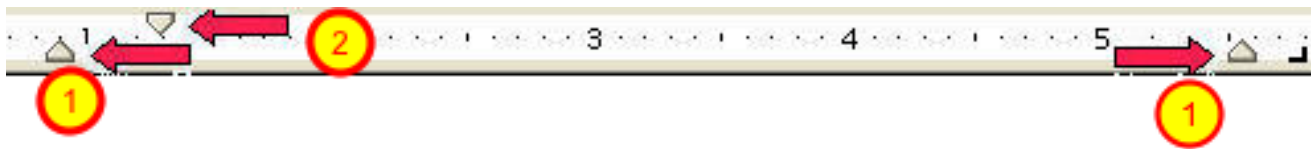
Changing Margins



We will change the margins so there is 7 inches across the page instead of 6 inches. To do this both the left margin and the right margin is reduced from 1.25" to .75".

- 1) In the "Page Style: Default" window, Click the Page tab if it is not already selected. Under "Margins", In the Left dialog box, change whatever number is there to 0.75".
- 2) One way to get 0.75" is to click repeatedly on the until .75 appears in the Left dialog box (The up-facing triangle increases the number and the down-facing triangle decreases the number). Another way to get 0.75" is to type .75 (Click on the number that is there then type 75 then delete the original number by pressing the Delete key)
- 3) In the Right dialog box, change the 1.25" to .75", (This is done the same way that you changed the "Left" dialog box)
- 4) Click the OK button. (The "Page Style: Default" window closes.)

Use The Ruler To Change The Indentation Of Selected Paragraphs



Indents are adjusted with the three small triangles on the horizontal ruler or use the "Paragraph" window > "Indents & Spacing" tab by double-clicking anywhere on the horizontal ruler.

- 1) To change the left or the right paragraph indent, highlight the paragraph(s) that you want to change the indent, drag the bottom left or the bottom right triangle on the horizontal ruler to a new location.
- 2) To change the first line indent of a selected paragraph, drag the top left triangle on the Horizontal Ruler to a new location.
- 3) You can adjust the indents by double-clicking anywhere on the Horizontal Ruler and adjust the

indents in the Paragraph dialog. (The “Paragraph” window appears.)