

Working with Long Documents

“How do I change the page margins in Word?”

Page margins provide the empty space around the edge of a document. You can change the size of this empty space by choosing from predefined margins, or creating your own custom margins.

Show/hide the rulers

Use Word’s horizontal and vertical rulers to view and adjust your page margins. The rulers are also useful for aligning objects within your document. Click the **View** tab, then tick the **Ruler** checkbox to switch the rulers on.



Choose from predefined margins

Word contains a number of predefined margins that you can choose to apply to your document.

1. Click the **Page Layout** tab, then click **Margins**.
2. Select from the predefined margins available from the drop-down list e.g. **Normal**, **Narrow**.

Note: If you have used section breaks in your document, your new margins will only apply to the current section. However, you can press **Ctrl + A** to select your whole document before applying predefined margins.



Create your own custom margins

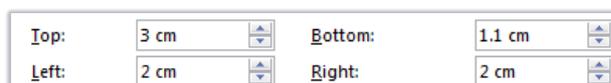
You can create your own custom margins by adjusting the top, bottom, left and right margins individually.

1. Double-click on a margin area of the ruler.

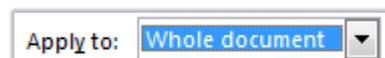


2. The **Page Setup** dialog will open on the **Margins** tab.

3. Type the size of the margins that you require.



4. Choose whether to apply the changes to the **whole document**, or the **selected section**.



5. Click **OK**.

Further information and help

If you want to learn about any Microsoft product in more detail you can use [Microsoft’s Office Support](#) for tutorials, videos and helpful hints.

- For essay formatting requirements, e.g. margins and line spacing, please check with your School.
- Click **File** and the **question mark** (top right) for help using Word or press **F1**. Search for keywords, e.g. *margins*.
- You can also use MyIT to log calls with the University’s IT Service Desk: <https://myit.abdn.ac.uk>.