

# Adjusting the margins

- In Word, one of the ways to adjust the margins is to use the ruler.



- This slider breaks in two for the top and bottom margins.
- To adjust the first margin, use the top triangle.
- To do this, **hold the left mouse button down** on the upper triangle in the hourglass
- While doing this, **slide the triangle** to the desired point on the ruler.
- The first margin will adjust the text located in the line in which the cursor is on.



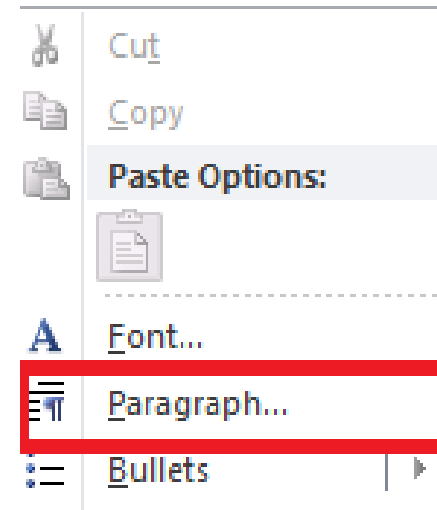
- To **move the second margin**, which is the bottom margin, hold the left mouse button down on the bottom triangle on the hourglass.
- While doing this, **slide the triangle** to the desired point on the ruler.
- The second margin will adjust the text underneath your cursor's location.



- To move the entire hourglass, which will move all the margins at the same time
- Locate the square beneath the hourglass
- **Hold the left mouse button down**
- then **slide the hourglass** looking slider to the desired point on the ruler.
- Moving both margins will adjust the margin that the cursor is on; in addition to moving the line beneath the cursor.



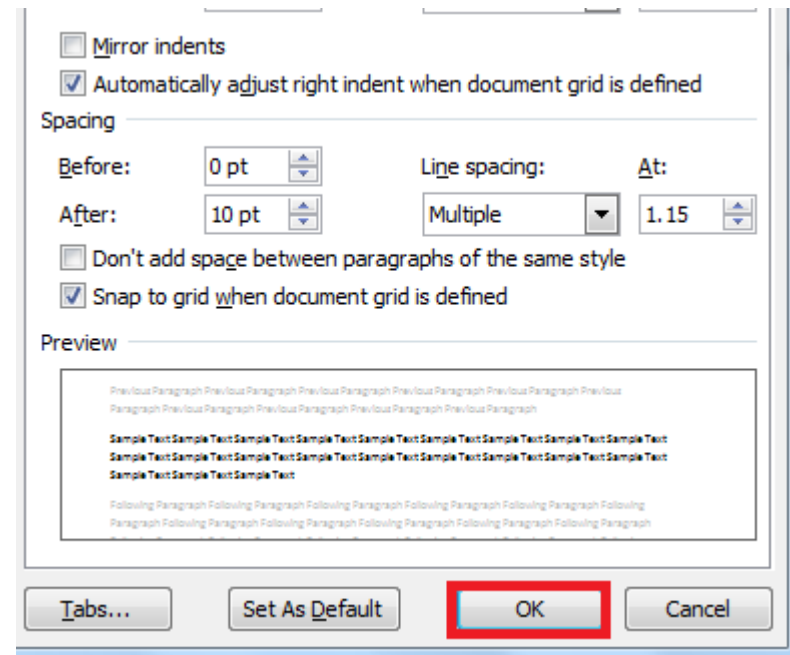
- You can also change the margin by **right clicking**
- In the box that appears, **left click on Paragraph.**



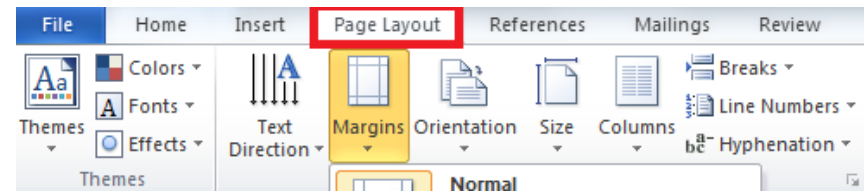
- In the dialog box that appears **double left click** on the box next to **Left** under **Indentation**.

The screenshot shows the 'Indents and Spacing' dialog box with three tabs: 'Indents and Spacing', 'Line and Page Breaks', and 'Asian Typography'. The 'General' section includes 'Alignment' set to 'Left' and 'Outline level' set to 'Body Text'. The 'Indentation' section has 'Left' set to '0"', 'Right' set to '0"', 'Special' set to '(none)', and 'By' set to an empty field. There are checkboxes for 'Mirror indents' (unchecked) and 'Automatically adjust right indent when document grid is defined' (checked). The 'Spacing' section has 'Before' set to '0 pt', 'After' set to '10 pt', 'Line spacing' set to 'Multiple', and 'At' set to '1.15'. There are checkboxes for 'Don't add space between paragraphs of the same style' (unchecked) and 'Snap to grid when document grid is defined' (checked). A 'Preview' section is at the bottom.

- Type in how many inches of an indent you want then **left click** on **OK** near the bottom of the box.

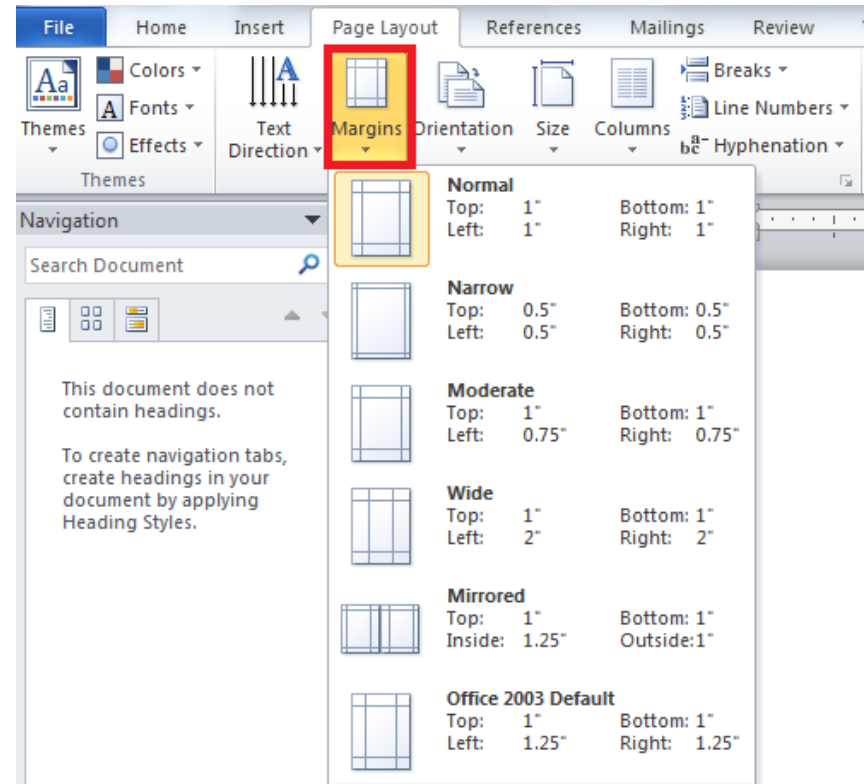


- Another way to change the margins is by **left clicking** on the **Page Layout** tab





- **Left click on the Margins icon.**



- In the drop down box find the margin that you want and **left click** it to apply it to your document.

