

# Word 2007 Margins

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You can control the amount of blank space that appears around the edges of your Word document by making adjustments to the size of the margins. By default, adjustments you make to the size of your margins apply to the whole document.

## Margins vs. Indenting

Margins are sometimes confused with indenting, because both deal with controlling where your text and blank space begin and end.

**Margins** control the amount of white space around the outside of the **entire document**. If you want to make an adjustment so that the white space around every page of your document is a little bit wider, you want to adjust your margins.

**Indenting** controls the amount of space to the left and right of **individual paragraphs** within your document. If you wanted one paragraph within your document to be indented a half inch more than the rest of the paragraphs in your document, you would make an adjustment to the left and right indents for that paragraph. (There are also special indent settings that allow the first line of the paragraph to be indented differently than the rest of the lines within the same paragraph.)

Think of it as having two levels of control over the amount of blank space around your text. Around the whole page for every page of your document, you have your margins. Inside of your margins, you can add additional blank space around select paragraphs by adjusting the paragraph's indentation. **For example:** this document has one inch left and right **margins** and this paragraph is **indented** an additional 0.5 inches on the left and right.

## Changing the Size of Your Document's Margins

The default margin settings for Word 2007 documents are one inch top, bottom, left, and right margins. To set the margins of the current document to something other than this, click on the **Page Layout** tab and then click on the **Margins** button, located within the **Page Setup** group. This opens a drop down list of several pre-defined margin setting choices. (See Figure 1 on the next page). Clicking on one of these pre-defined choices changes the margins of your document to the listed widths. For example, clicking **Narrow** would reset your margins to 0.5 inches wide on the top, bottom, left, and right.

## Custom Margins

To set the margins to something other than the pre-defined choices on the list, click on the **Page Layout** tab and then click on the **Margins** button, located within the **Page Setup** group. Click on **Custom Margins**. The Page Setup dialogue box will open (See Figure 2 on the next page). Type in the widths you desire for the Top, Bottom, Left, and Right margins, and click **OK** to close the Page Setup dialogue box and apply the changes.

Word 2007 keeps track of the last custom margin settings you made use of, and it offers you quick access to those settings through the **Last Custom Setting** choice on the list that appears when you click on the **Margins** button (see Figure 1 on the next page).

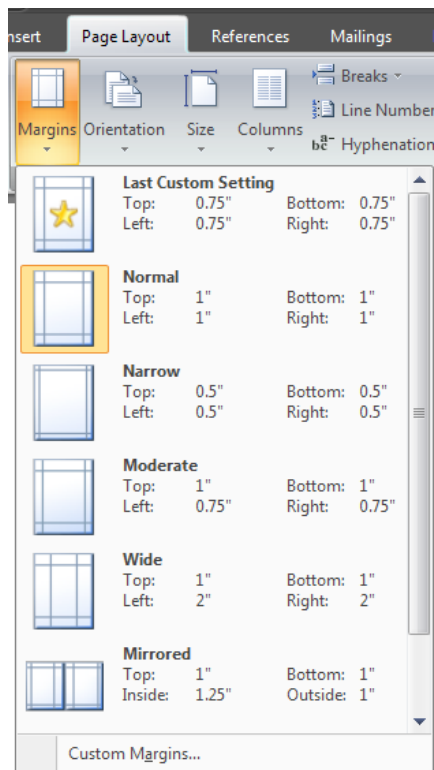


Figure 1

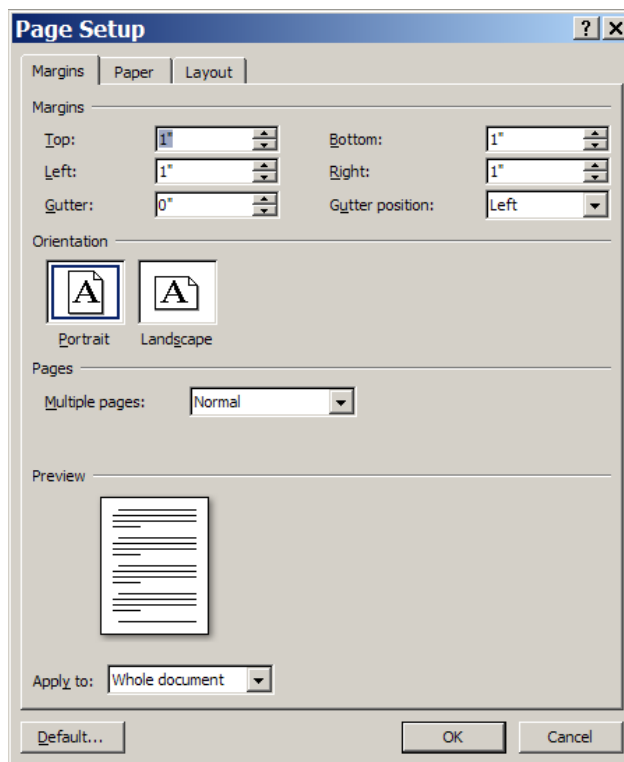


Figure 2

## Applying Different Margin Settings to Different Parts of a Document

By default, changes in margin settings apply to the whole document, but it is possible to apply different margin settings to different parts of a document. To accomplish this, your document needs to be divided into sections using section breaks (to insert a section break, click on the **Page Layout** tab, and click on the **Breaks** button from the **Page Setup** group; choose one of the section break choices from the list). Once your document has been divided into sections, you can choose **This section** in the **Apply to:** field of the Page Setup Dialogue box, and any changes you make to your margins will only be applied to the current section of your paper.

Two other options that can appear in the **Apply to:** field of the Page Setup Dialogue box will automatically insert the necessary section breaks for you if you choose them. **From this point forward** will insert one section break and change the margins for the rest of the document after the section break. If you have selected text before entering the Page Setup Dialogue box, **Selected text** will appear as an option in the **Apply to** field. If you choose that option, a section break will be inserted before and after the selection, and the margins of the selected section will be adjusted.

**A note about margins and headers and footers:** Some items, like headers, footers, and page numbers are positioned within the margins of the document. Be aware that choosing some of the pre-set headers and footers that are available in Word 2007 can change the size of your margins. If you need your margins to be set to a specific size, and you are choosing to use one of the pre-set headers, you may want to double check your margin sizes.