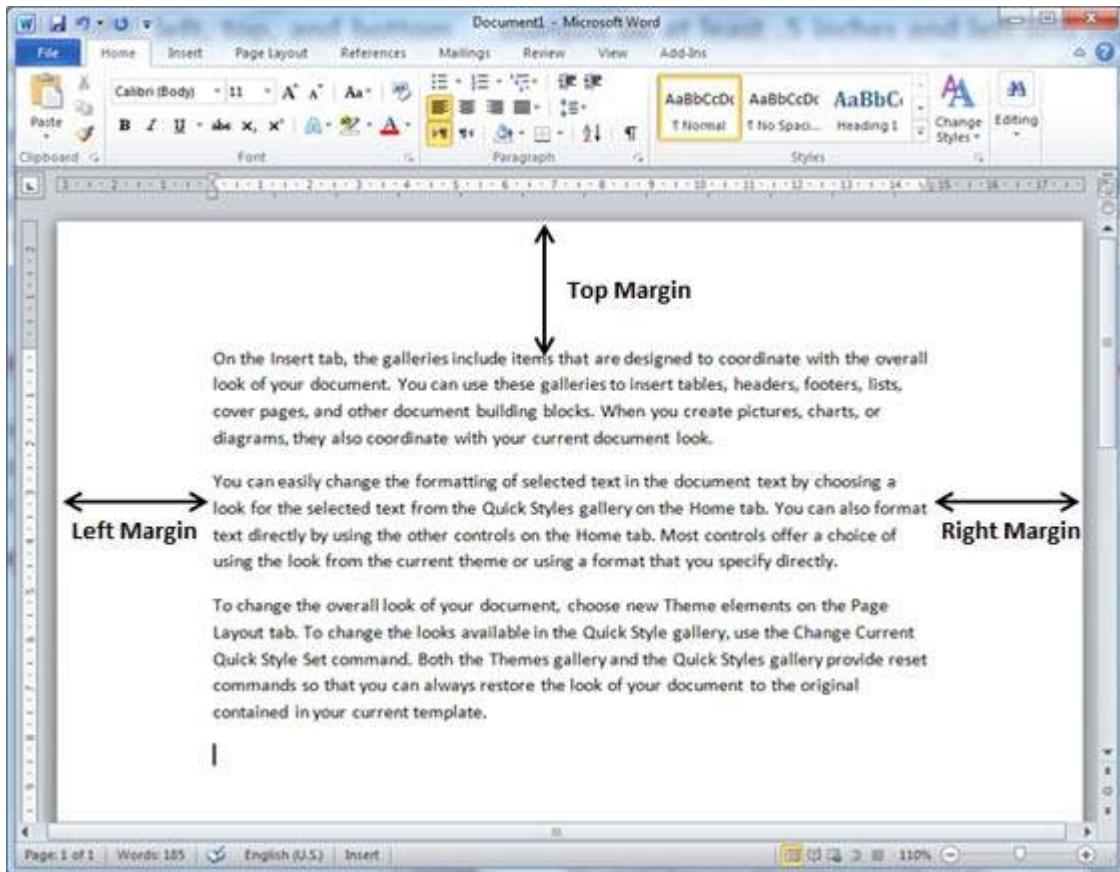# ADJUST PAGE MARGINS IN WORD 2010

Margins are the space between the edge of the paper and the text. You can adjust the right, left, top, and bottom margins of your document. By default, Word sets all margins left, right, top, and bottom to 1 inch.

Below, I have shown top, left and right margins, if you will type complete page, word will leave 1 inch bottom margin as well.


Adjust Margins:

Following are the simple steps which will be used to set margins for an opened document.

Step 1: Open the document whose margins you want to set. If you want the margins to apply only to a selected part of a document, select that part now.

Step 2: Click the **Page Layout tab**, and click **Margins button** in the Page Setup group. This will display a list of options to be selected but you have to click **Custom Margins option** available at the bottom.

You can also select any of the predefined margins from the list, but using custom margins option you will have more control on all the settings.

Custom Margins Option
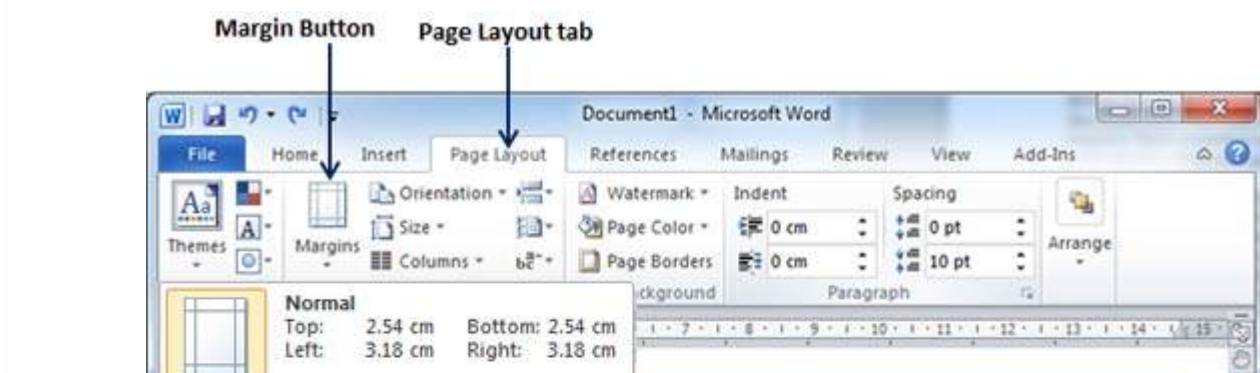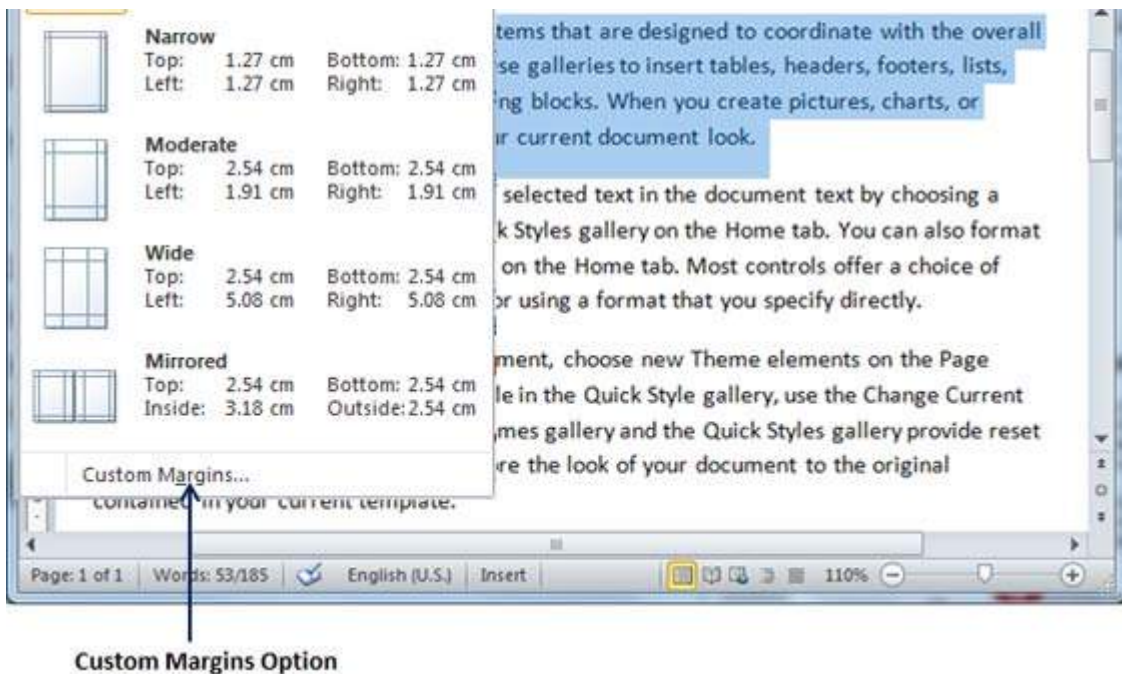
Step 3: You will have to display a **Page Dialog Box** as shown below where you can set top, left, right and bottom margins under the **Margins** tab. Select **Apply to:** option to apply the margin on selected text or complete document.

Margin Button   **Margins tab**   **Page Dialog Box**

Apply to option
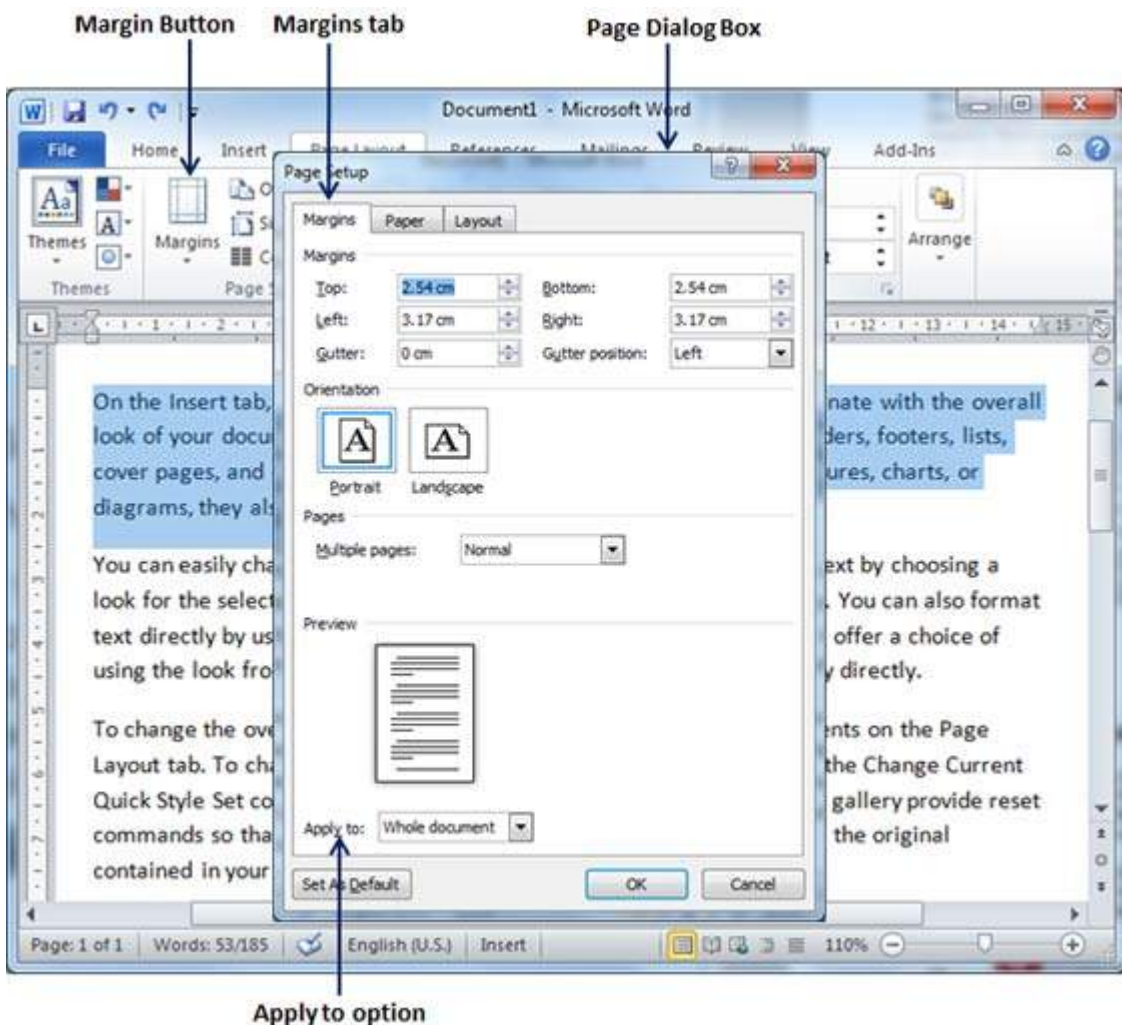
Step 4: If you are going to bind the document and want to add an extra amount of space on one edge for the binding, enter that amount in the **Gutter** text box, and select the side the gutter is on with the **Gutter Position** drop-down list. After setting all the desired values for all the margins, click **OK** button to apply the margins.

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