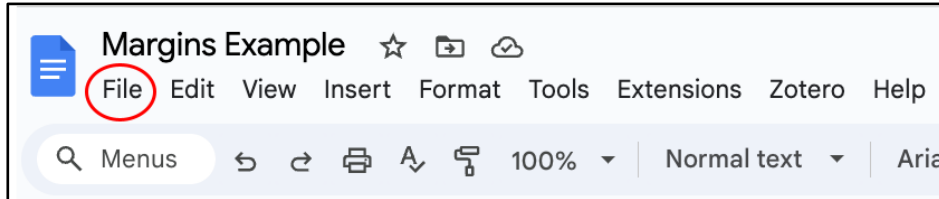


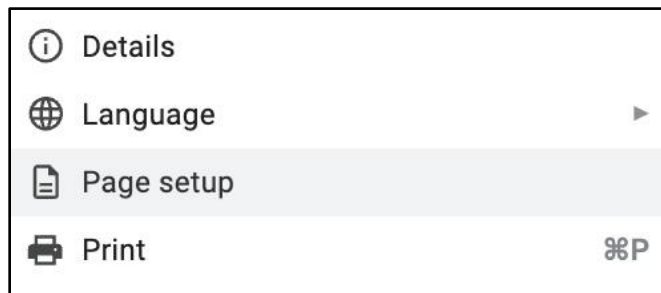


# Formatting Margins

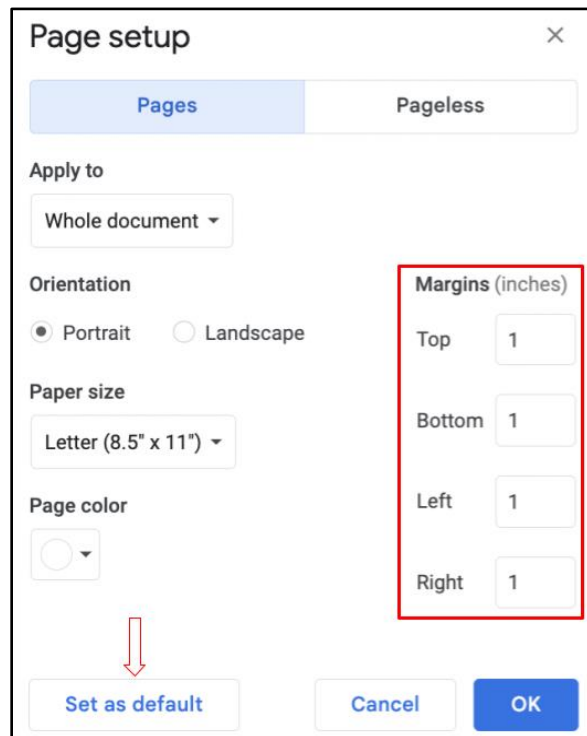
## Google Docs



To begin formatting your document's margins in Google Docs, click on "File" in the upper left hand corner.



At the bottom of the drop-down menu, you will click "Page setup".



The "Page setup" pop-up box will provide you with various formatting options, but the important section for formatting margins is in the red box.

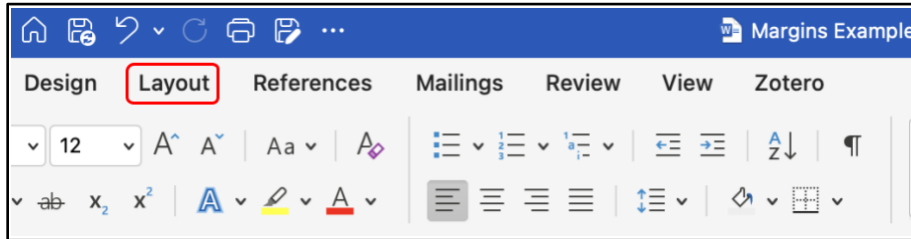
Margins are expressed in inches and can be easily changed by simply typing in your desired margin width.

If you would like to set a certain group of margins to be the default setup for future documents, you can click "Set as default" on the bottom left corner of the pop-up box.

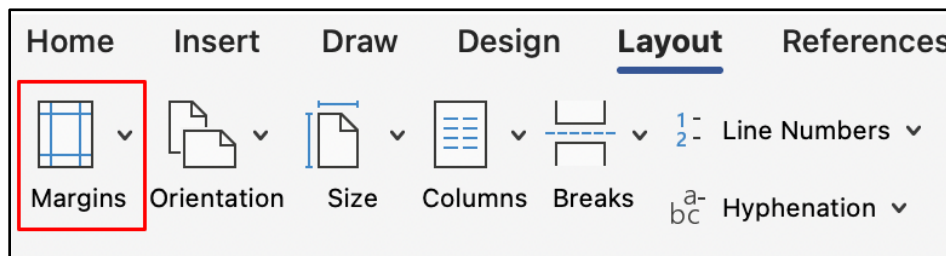
Clicking "Ok" will save your margin settings.



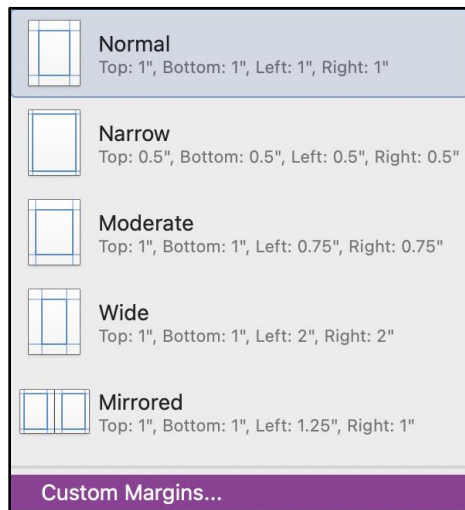
## Microsoft Word



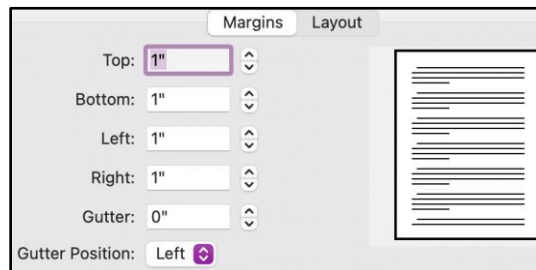
The resource bar on top of your screen has a tab for “Layout”, which is where you will find the tools to format your margins in Microsoft Word.



Under “Layout”, the first group of tools will feature a “Margins” drop-down menu.



Word will provide you with common margin settings, but if you need to set your own custom margins, you can click “Custom margins...”



Once here, you can type in your desired margin widths, in inches.

If you would like to set a certain group of margins to be the default setup for future documents, you can click “Default...” on the bottom left corner of the pop-up box.



Clicking “OK” will save your margin settings.