

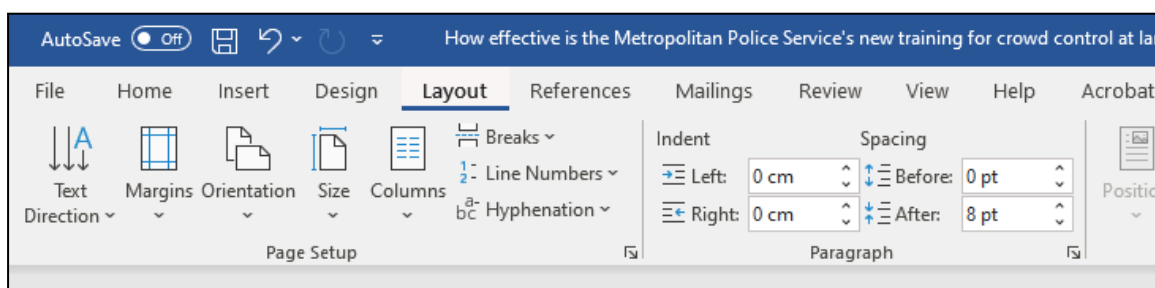
301 Academic Skills Centre Resource: Adjusting Document Margins

A margin is the amount of blank space around the edges of your page on a word processor. As most assignments are no longer printed, margin settings are less important and may not need to be changed from the default.

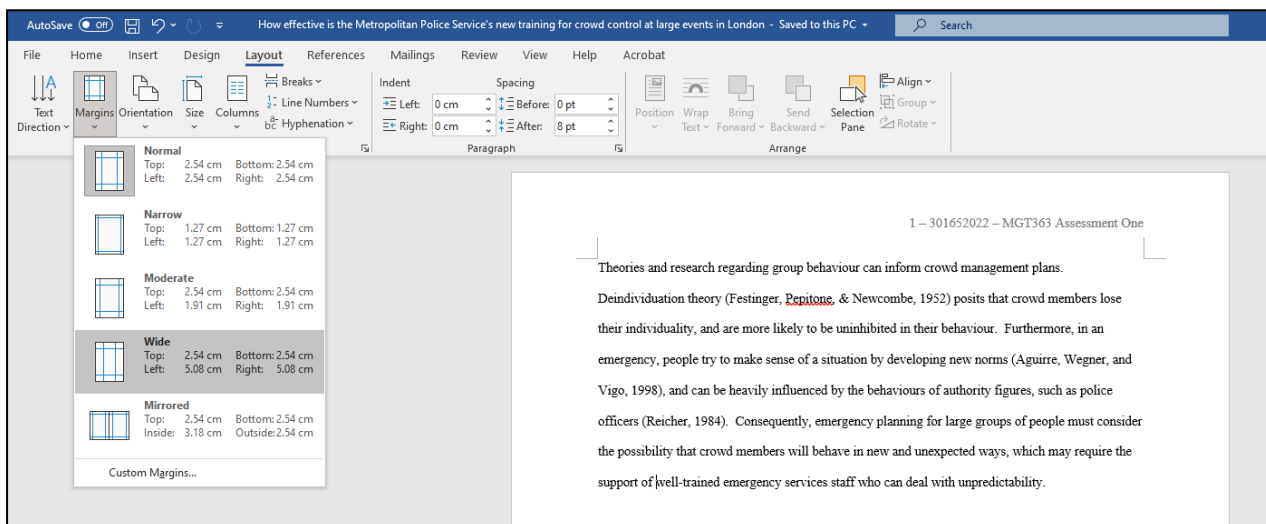
For dissertations and theses, you may receive specific guidance about the suitable layout of margins, as these are more likely to be printed: see this [guide to formatting PhD theses](#).

Adjusting document margins in Microsoft Word

1. Click into the 'layout' tab in Microsoft Word.



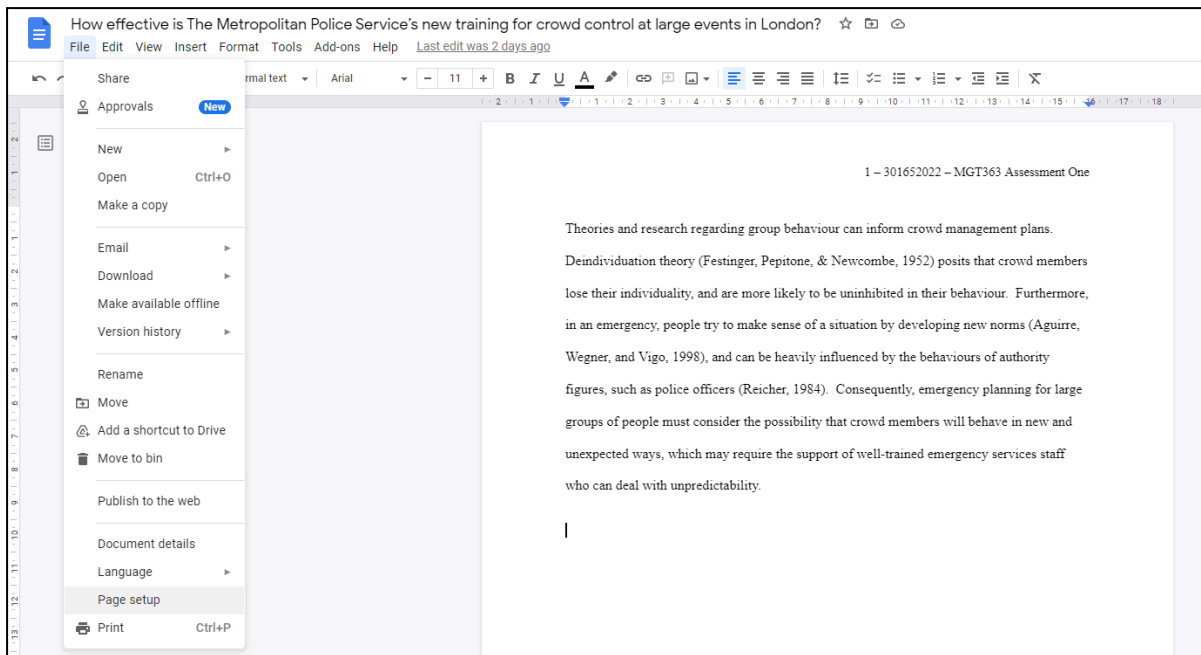
2. Click into the 'margins' tab. This will allow you to choose between a range of pre-designed and customisable options for your margin widths.



3. Choose the margin width that corresponds with the assignment instructions you have been given. The default setting is normally sufficient for an average essay.

Adjusting document margins in Google Docs

1. Under the 'file' menu in Google Docs, click 'page setup'.



2. This will bring up a menu that allows you to adjust each of your margins to a custom length, according to the assignment instructions you have been given. The default setting is normally sufficient for an average essay. You can also set a custom margin width as your default document style.

