

## How to Change the Default Margins in Microsoft Word

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The standard default margins for a Word document are 1 inch at the top and bottom of the page and 1 ¼ inch from the left and right hand sides of the page; each new document you open in Word will have these margins.

To help the Bard community promote environmental stewardship and comply with the goals of Focus the Nation, The Henderson Computer Recourses Center is asking that you change your margins to .75" on all sides of your Microsoft Word documents. The following instructions explain how this change can be done and set as the default. If you have any questions or concerns please feel free to contact the Helpdesk at x7500 or email at [helpdesk@bard.edu](mailto:helpdesk@bard.edu)

### MAC (Instructions for Word 2004)

1. Open Microsoft Word.
2. Click **Format, Document** from the menu at the top of the screen.
3. When the *Document* window appears, click the **Margins** tab.
4. Change the margins to the following:  
(Click in the boxes and type the new number or use the scroll bars)

Top:	.75"
Bottom:	.75"
Left:	.75"
Right:	.75"
5. Click the **Default** button in the lower left hand corner of the *Document* window.
6. At the prompt: *Do you want to change the default settings for document layout?* Click **Yes**.

### Windows (Instructions for Word 2003 and previous versions)

1. Open Microsoft Word.
2. Click **File, Page Setup** from the menu at the top of the screen.
3. When the *Page Setup* window opens, click the **Margins** tab.
4. Change the margins to the following:  
(Click in the boxes and type the new number or use the scroll bars)

Top:	.75"
Bottom:	.75"
Left:	.75"
Right:	.75"
5. Click the **Default** button in the lower left side of the *Page Setup* window.
6. At the prompt: *Click Do you want to change the default settings page setup?* Click **Yes**.

### Windows (Instructions for Word 2007 )

1. Open Microsoft Word.
2. Select **Page Layout** from the menu at the top of the screen.
3. Click the **Margins** tool in the *Page Setup* group.
4. Click **Custom Margins**.
5. Change the margins to the following:  
(Click in the boxes and type the new number or use the scroll bars)

Top:	.75"
Bottom:	.75"
Left:	.75"
Right:	.75"
6. Click the **Default** button.
7. At the prompt: *Click Do you want to change the default settings page setup?* Click **Yes**.

**YOUR SETTINGS HAVE NOW BEEN CHANGED FOR ALL NEW DOCUMENTS.**