Margins

In this lesson, you will learn about the margins of a page.

Page margins are the blank space around the edges of the page. In general, you insert text and graphics in the printable area inside the margins. Also, usually your printer will not be able to print anything that extends into the blue zone. **Text or graphics that extend into the areas below the blue will generally not print.**

Take a look at the ruler just under the tool bars. (If you don’t see the ruler, double-click on the View menu and click on Ruler.)

From the left edge of the page to where the text begins, the ruler area is blue. That means that you cannot type within the area under the blue zones. The blue areas show you your page margins.

You can check and change the margin size by clicking on the File menu and selecting **Page Setup**. Margins are the first tab; the defaults are 1” for the top and bottom margins and 1.25” for the left and right ones. Changing these defaults will change your margin sizes on the page.

You can also make the margins bigger and smaller by changing the size of the blue area on the screen: point to the ruler close by the indent triangles; move your pointer so that it takes the shape of two horizontal black arrows pointing away from each other. Your yellow textbox should read **Left or Right Margin.**

By clicking and holding your mouse button down, you are now able to de- or increase the size of your margins.

**Questions:**
What are margins?
Describe how the margins can be changed using the menu bar.
How can you change their size without using the menu bar?