



Adjusting Google Doc Margins

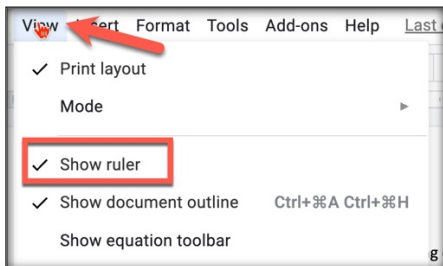
IIC (Instructional Innovative Center) Steps Series

Software: Google Workspace

Date: July 2022

Introduction: This document will review how you can make margins and other changes in Word. You must understand that there are multiple styles you may need to use in college. They include APA (American Psychological Association), MLA (Modern Language Association), Chicago Manual of Style, and AP (Associated Press). Please make sure to review your project directions or speak to your teacher.

Before starting, it might be beneficial to have the Rulers enabled. To do this, once you have GoogleDoc open with a document, go to the View menu and click Show Ruler

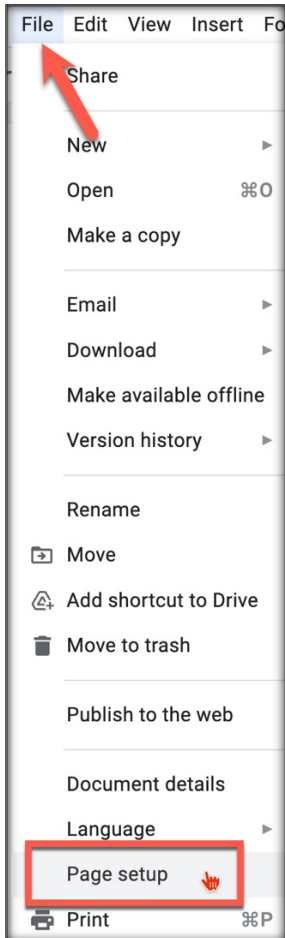


Step 1 – Open the Google Doc you want to work with

Once you have GoogleDoc open, open the document you want to work on.

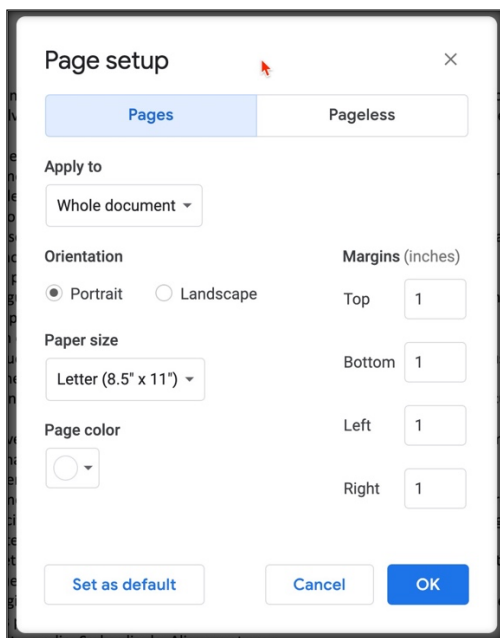
Step 2 – Locate Page Setup

Go to The File Menu, slide down to Page Setup.



Step 3 – Adjust Margins

Make adjustment as you need.



Make necessary changes. When you make changes in the some of the box, other boxes will adjust automatically. You cannot go past .25 since that is the printer major setup.

WARNING: Before changing these setting, check with your Styles guide or your teacher. Most likely the margins set by Word will be fine for your assignments/papers.

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