

2 Ways to Change Margin on One Page in MS Word

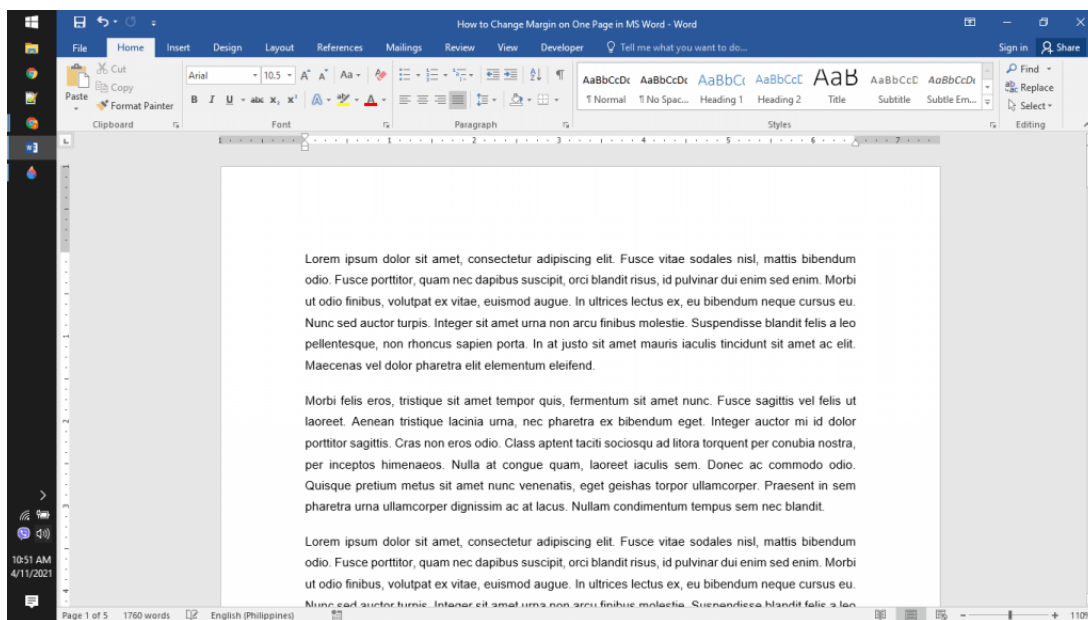
- Using the Page Setup Dialogue Box
- By inserting Section Breaks

Method 1: Using the Page Setup Dialogue Box

In this method, we'll walk you through the steps of changing your margins by accessing the **Page Setup** dialogue box in MS Word. This method is the quickest way to get the job done, as this creates section breaks for you automatically. Here are the steps to access the Page Setup dialogue box.

Step 1: Open up an MS Word file.

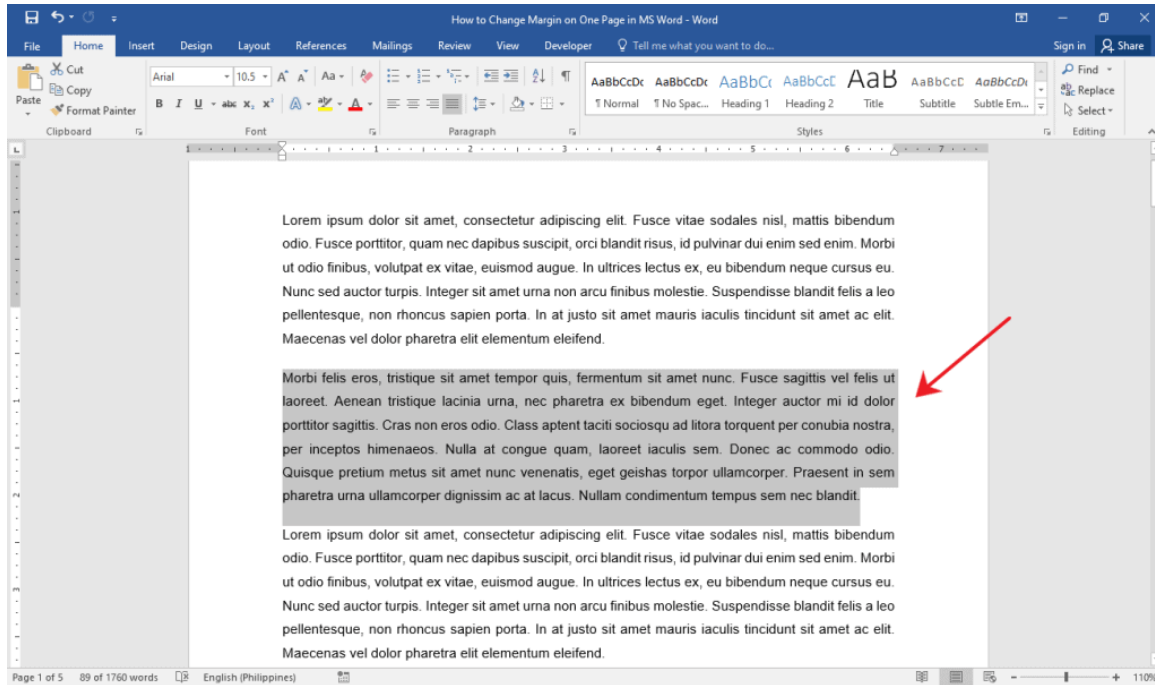
Before we get started, let's open up an MS Word file first. Better yet, use your own personal document where you need margins changed on one page. There's really nothing to worry about as we are only changing the margins. None of your contents should be changed or deleted. Remember to simply hit the **CTRL + Z** keys on your keyboard to undo any changes.



Step 2: Select the content.

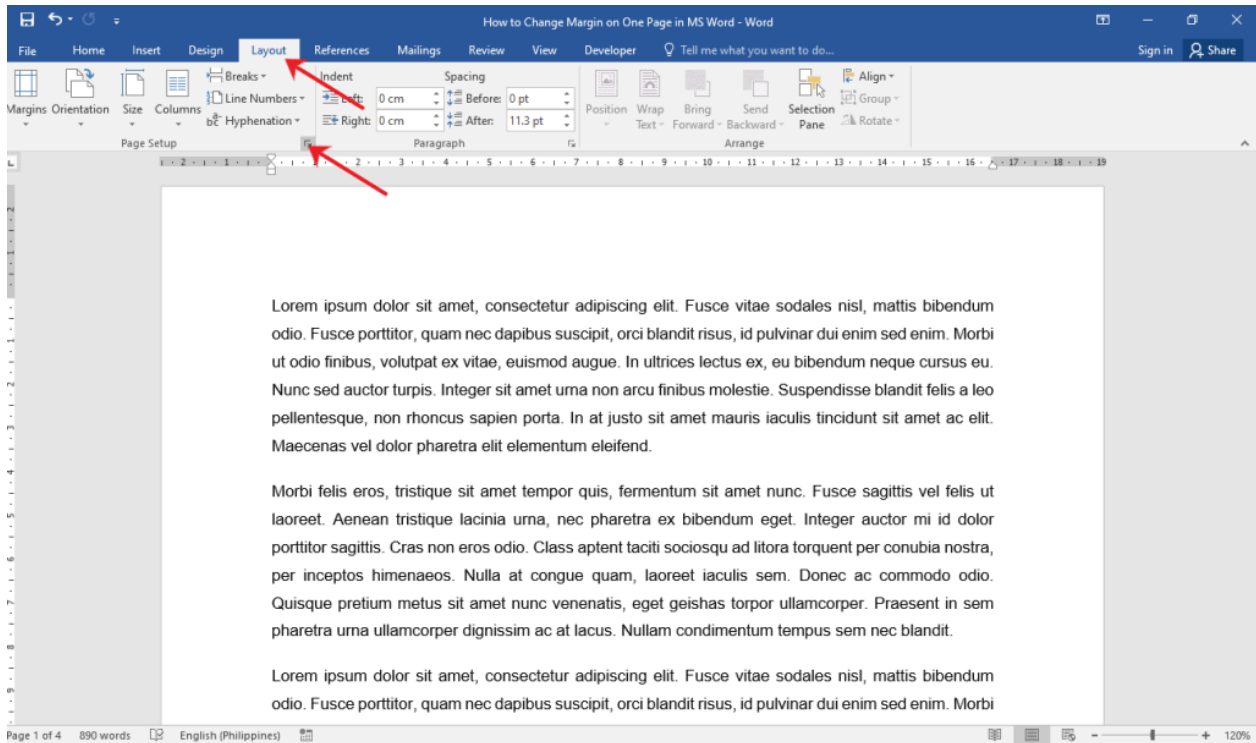
With your document open, go ahead and select the part of the content you want in different margins. Take note that you can either select an entire page or a single paragraph.

For this example, we'll select the second paragraph from our main text.

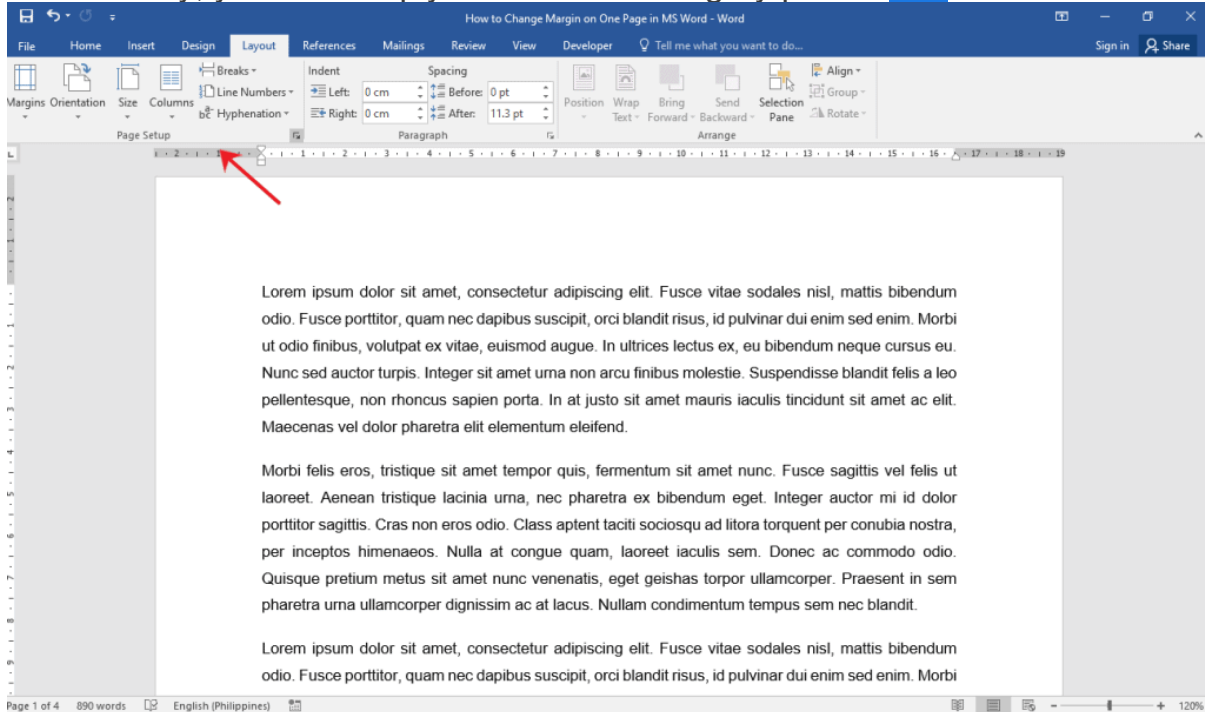


Step 3: Access the Page Setup dialog box.

Go to the **Layout** tab on the **Ribbon** and click on the small box with a down arrow key found at the bottom-right corner of the **Page Setup** group. This will launch the **Page Setup** dialog box right in the middle of your screen.

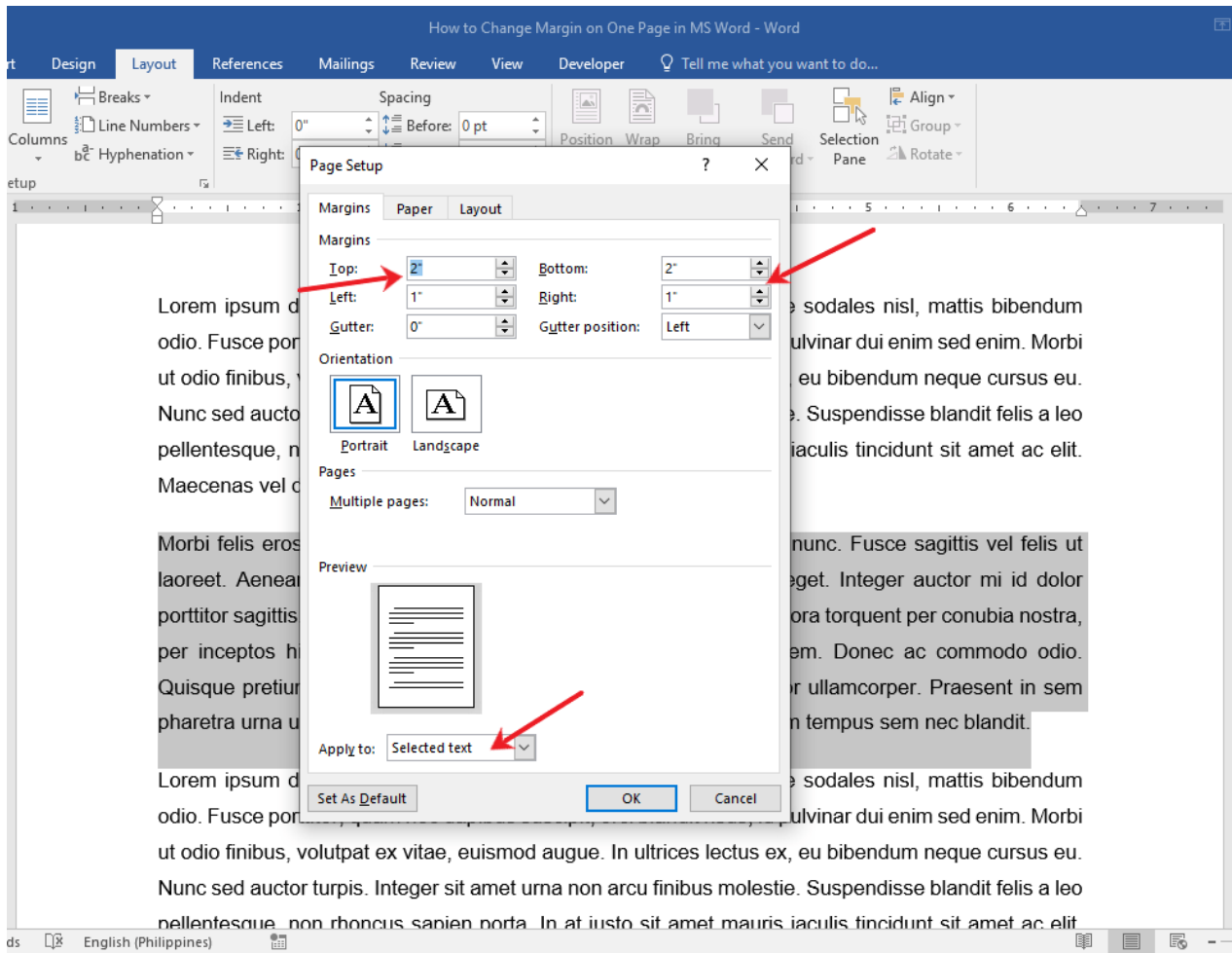


Alternatively, you can simply double-click the gray part of [the Ruler](#).

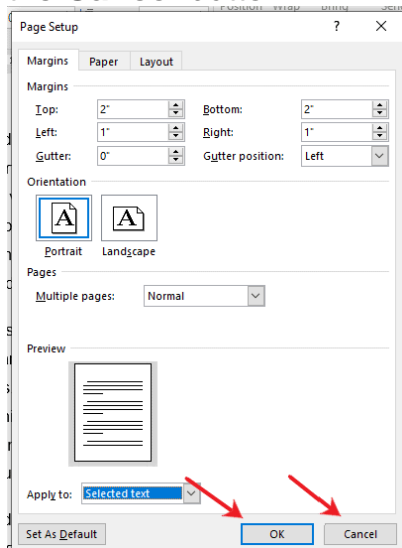


Step 4: Change the margin.

On the dialogue box, change the margin format by typing your desired measurements in the **Top**, **Bottom**, **Left**, and **Right** margin fields. Then, click the **Apply to** drop-down menu and select **Selected text**.



Click on the **OK** button to save the changes. Otherwise, click on the **Cancel** button.



Congratulations on using the Page Setup dialogue box to change the margin on one page in MS Word!

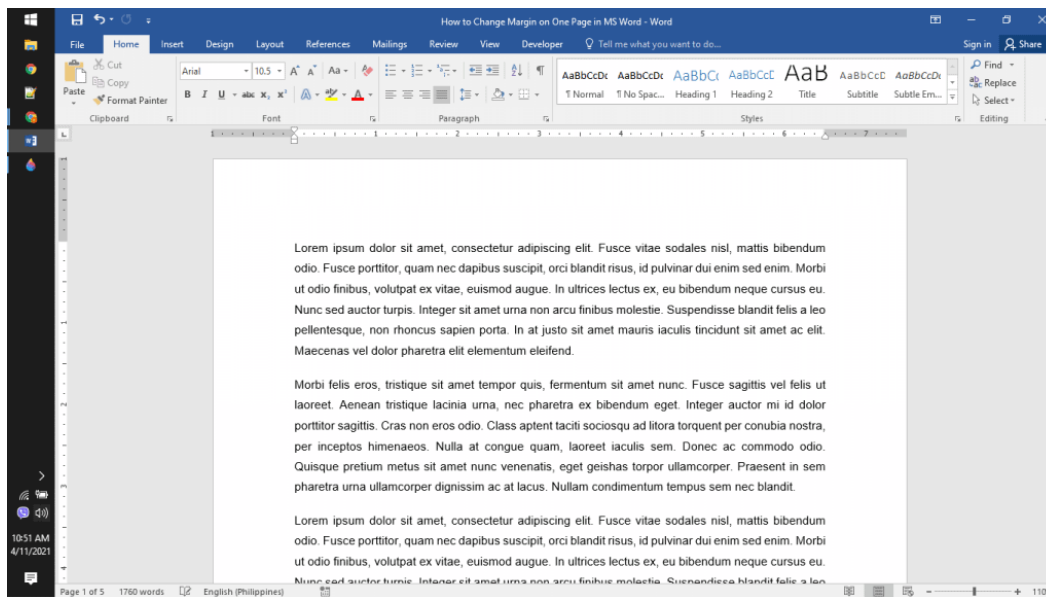
Method 2: By Inserting Section Breaks

This method allows you to quickly insert section breaks within your document as you create it. This is often the preferred configuration before setting up the margins for each section.

Here's how you can insert section breaks in MS Word.

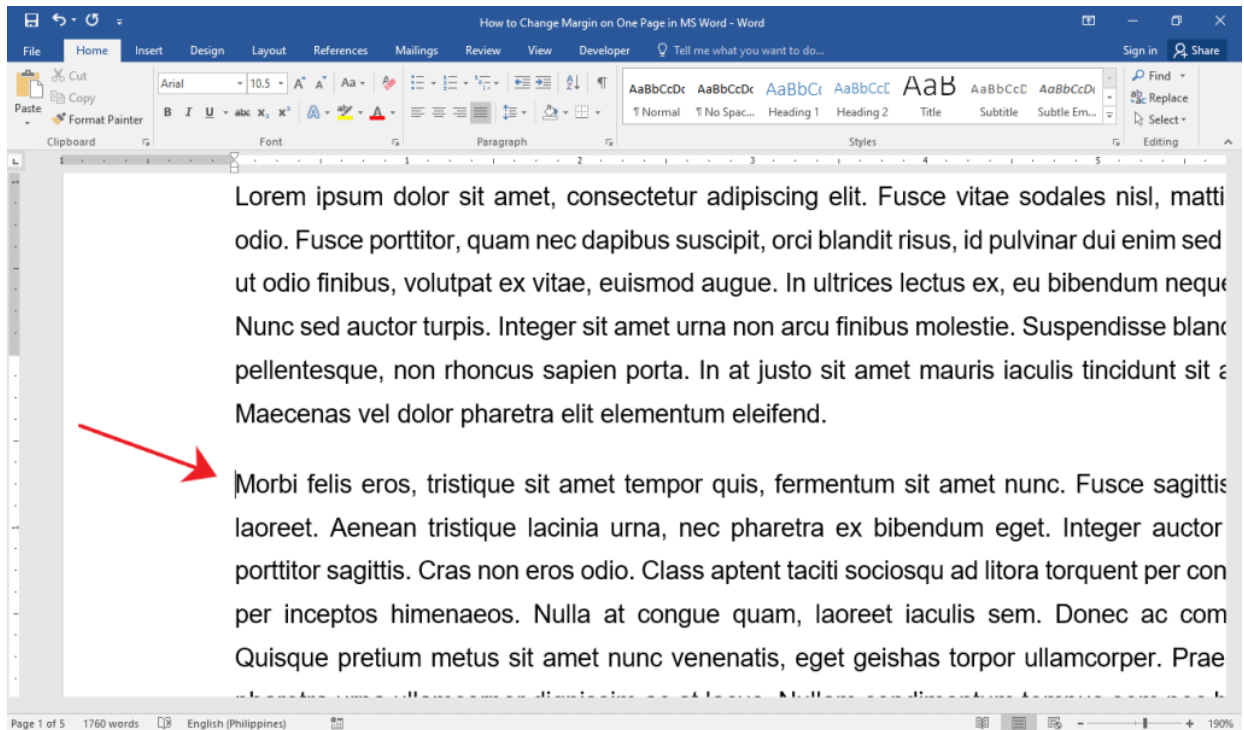
Step 1: Open up an MS Word document.

Before anything else, we'll need to open up an MS Word document. Feel free to use your own personal documents for this guide if you already have one prepared. Don't worry about messing up your document, as this method won't change or delete any of your content.

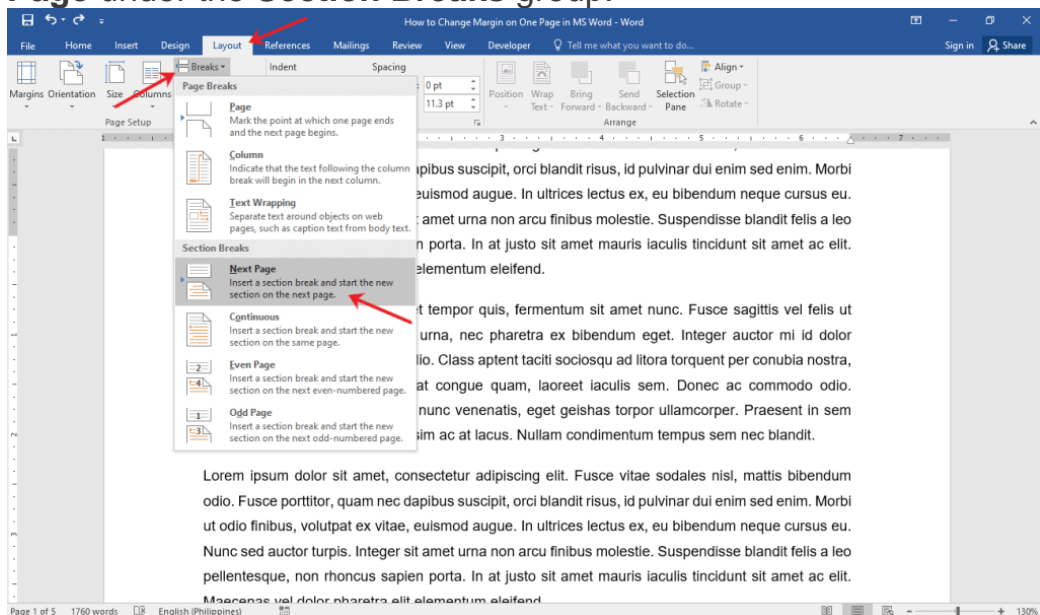


Step 2: Insert section breaks.

With your document ready, start inserting section breaks before and after the page that you want in a different margin format. For this example, we'll insert section breaks before and after the second paragraph.

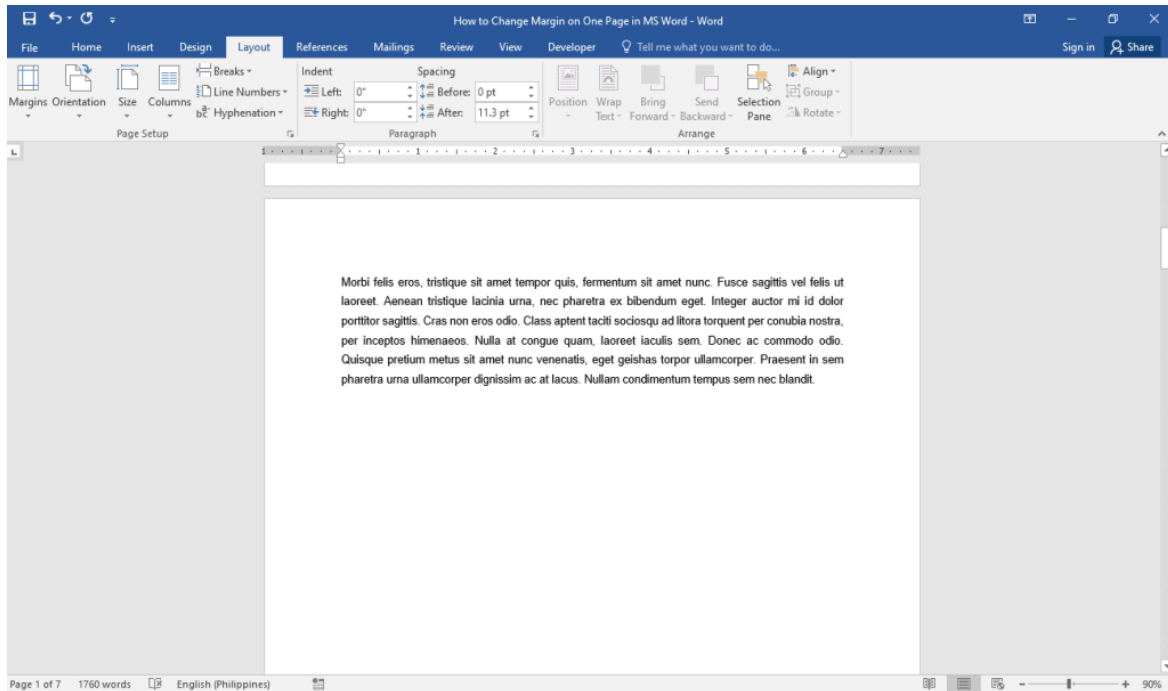


Place your cursor at the start of the page that you want margins changed. Go to the **Layout** tab and click the **Breaks** drop-down menu. Then, select **Next Page** under the **Section Breaks** group.



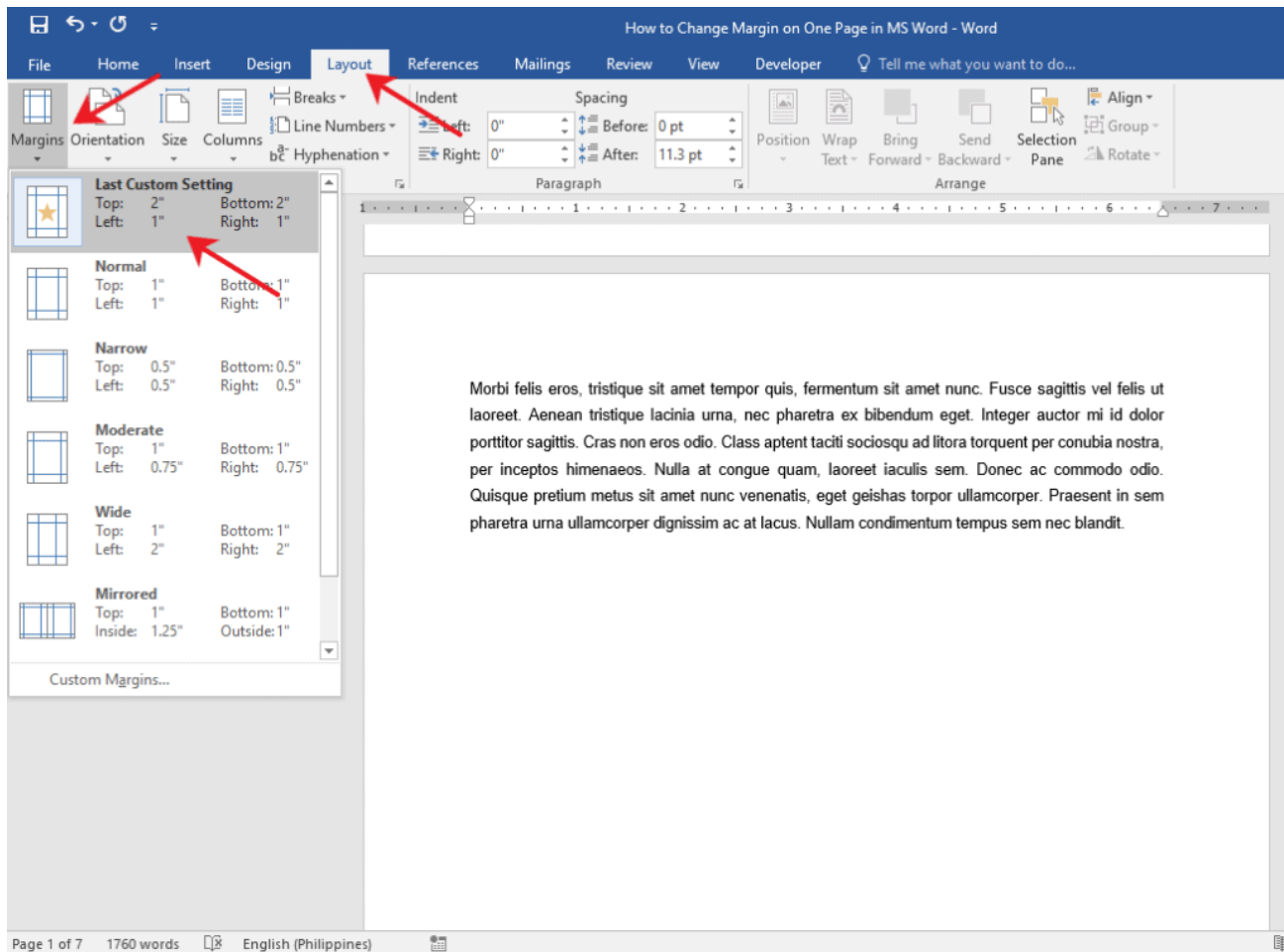
If your document has multiple pages, you'll notice that the rest of the main text has been pushed down the succeeding pages.

Finally, place your cursor at the end of the page and insert another section break. From our example, notice that the second paragraph is now on a single page.

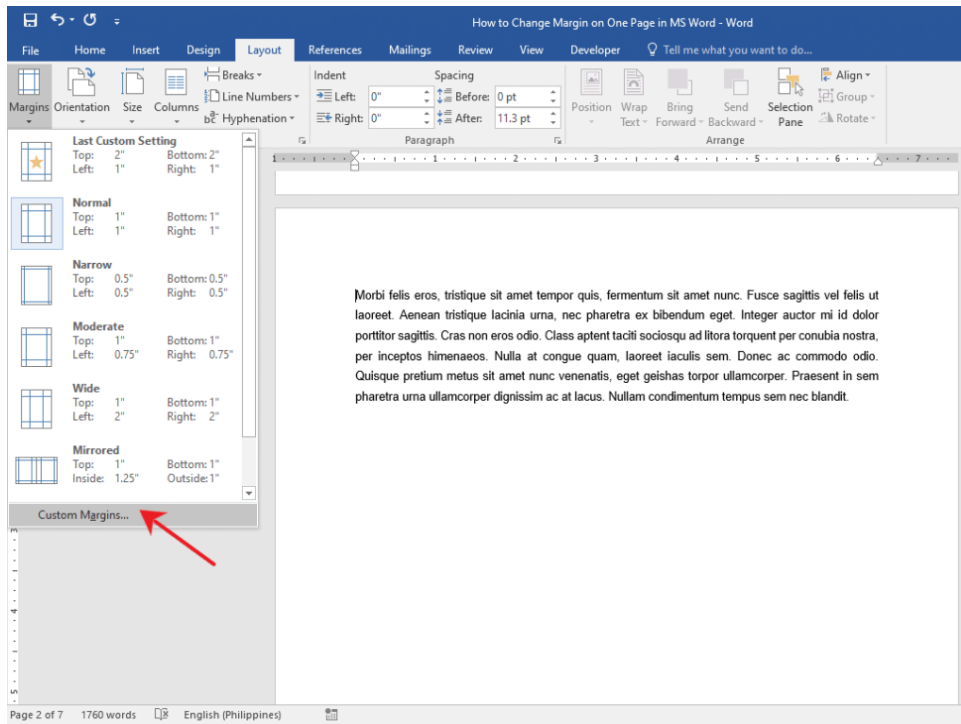


Step 3: Change the margin format.

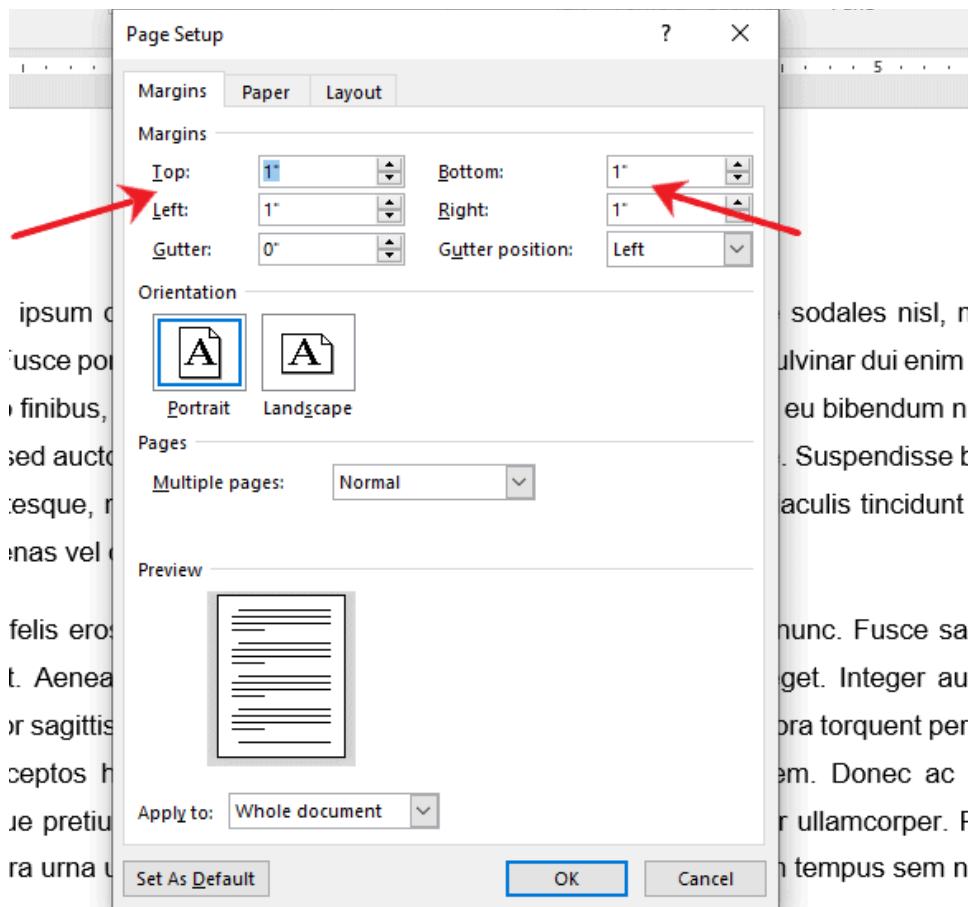
Once you've successfully set up the section breaks, you can start changing the margins for that section already. Go to the **Layout** tab and click the **Margins** drop-down menu. Once the different preset margin formats are displayed, select one from the selection that suits your needs.



If what you need is not in the options, select **Custom Margins**. This will launch the **Page Setup** dialogue box in the middle of your window.



On the dialogue box, type in your desired measurements for each of the margins.



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Voila! You've just inserted section breaks to change the margin on one page in MS Word.

Editing Margin on One Page in MS Word

Editing margins is as easy as a-b-c. Microsoft Word offers several ways to edit margins. Even preset margin formats can still be modified to your preference. All these options can be found in the **Page Setup** dialogue box.

To access the **Page Setup** dialogue box, simply follow the steps we've laid out in Method 1. Once you've launched the **Page Setup** dialogue box, you can just change the **Top**, **Bottom**, **Left**, and **Right** margin fields to your required measurements.