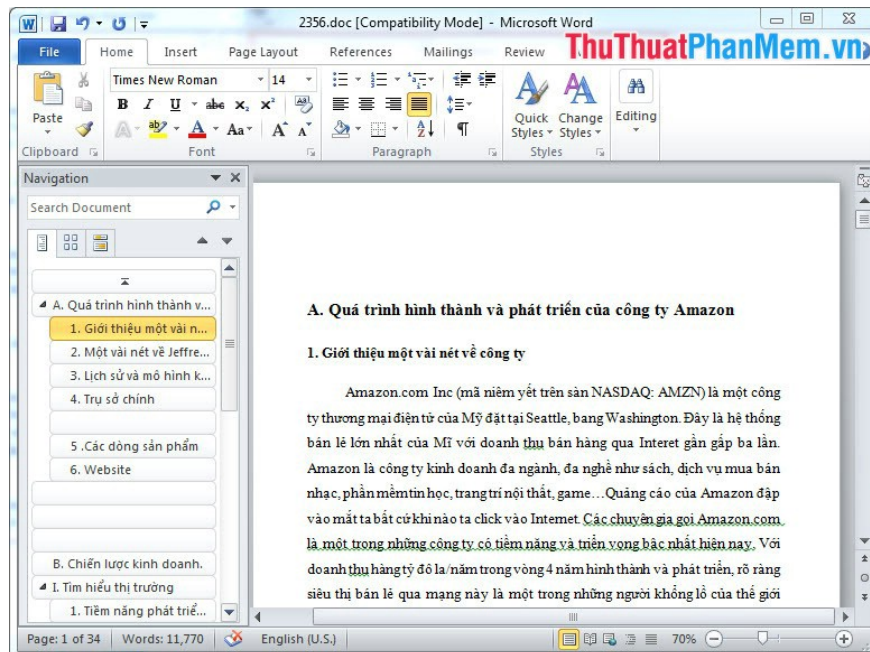


# Guidelines alignment in Word

Show you how to align correctly in Word 2007, 2010, 2013

Today, the drafting of text as an indispensable skill at work, but people often do not pay attention to the standard regulations in drafting documents. Therefore, most of the documents and documents often have many different formats to solve this problem.I would like to introduce to you how to align correctly in Word.

The following is an example of a text that is not aligned correctly:



## Article guidelines properly aligned in Word

Note: First you need to know about the standard alignment rules in a document:

Top (Top aligned): 20mm-25mm

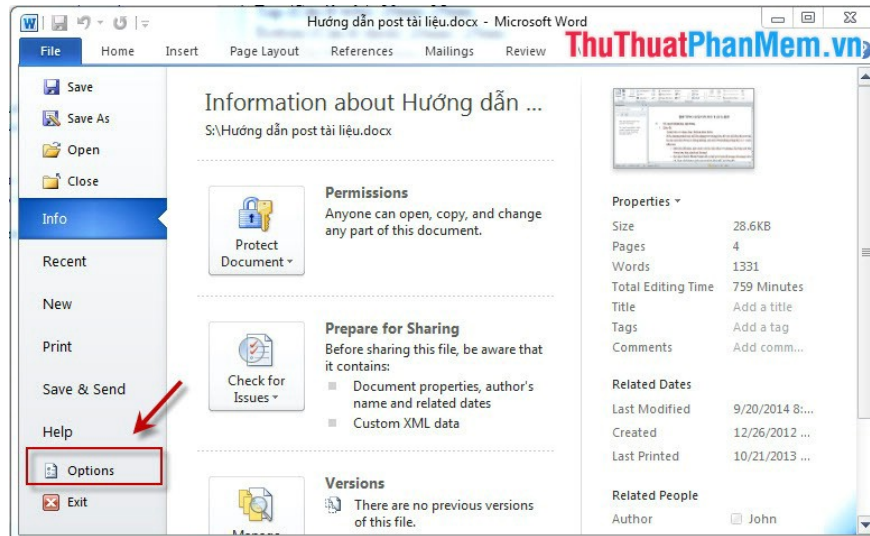
Bottom (Bottom alignment): 20mm-25mm

Left: 30mm-35mm

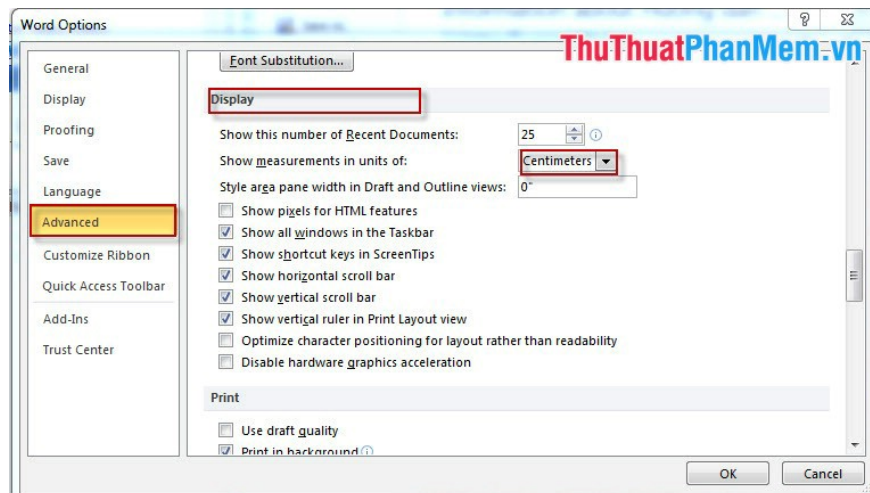
Right: 15mm-20mm

## Step 1: Select the unit of measurement to align the margins for the text

-On the File tab, select Options

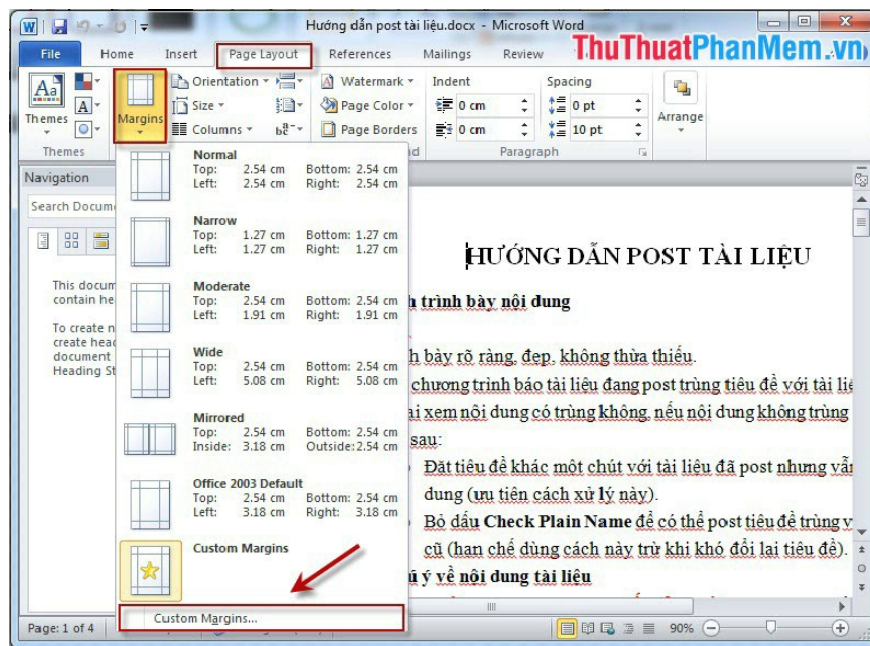


- The Word Options window appears, select Advanced, go to the Display section, switch Show measurements in units of from inches to Centimeters (because this is a standard measurement unit) -> OK

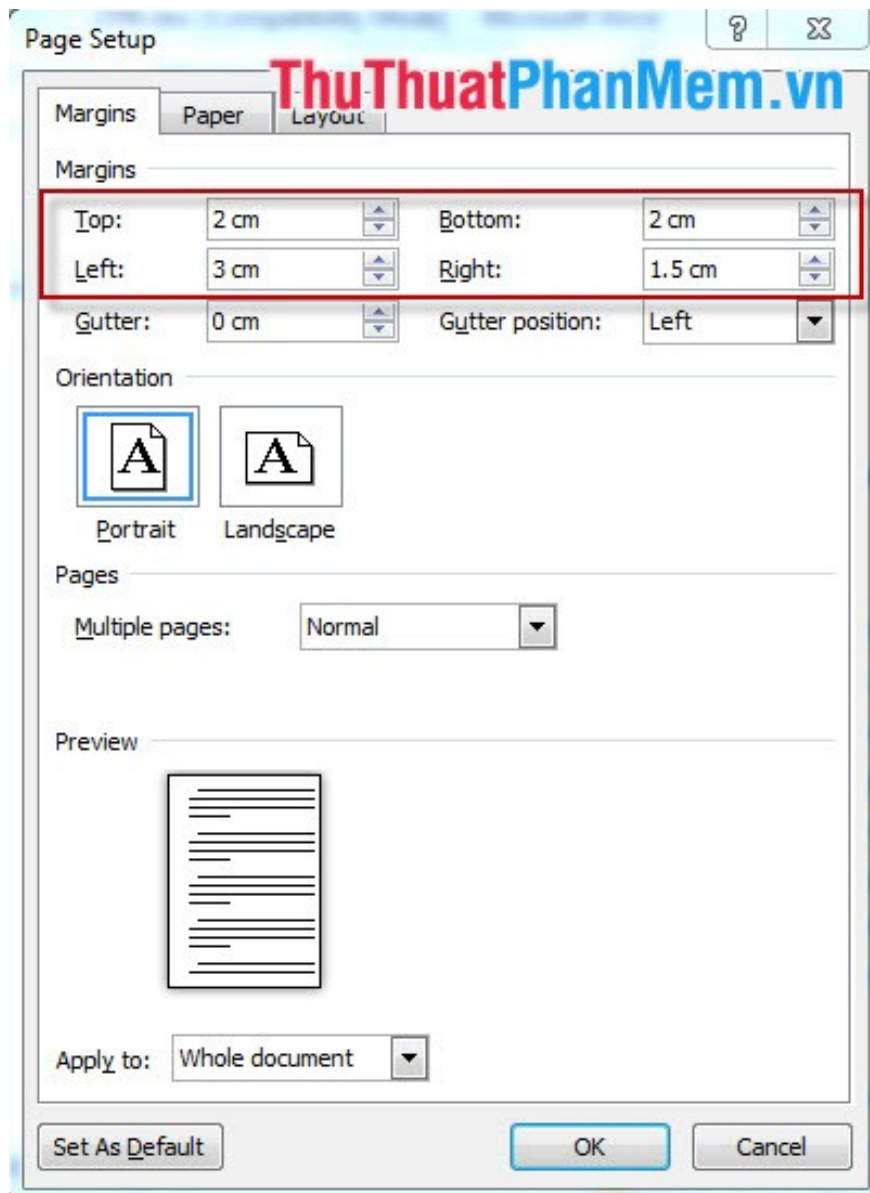


## Step 2: Proceed to align text

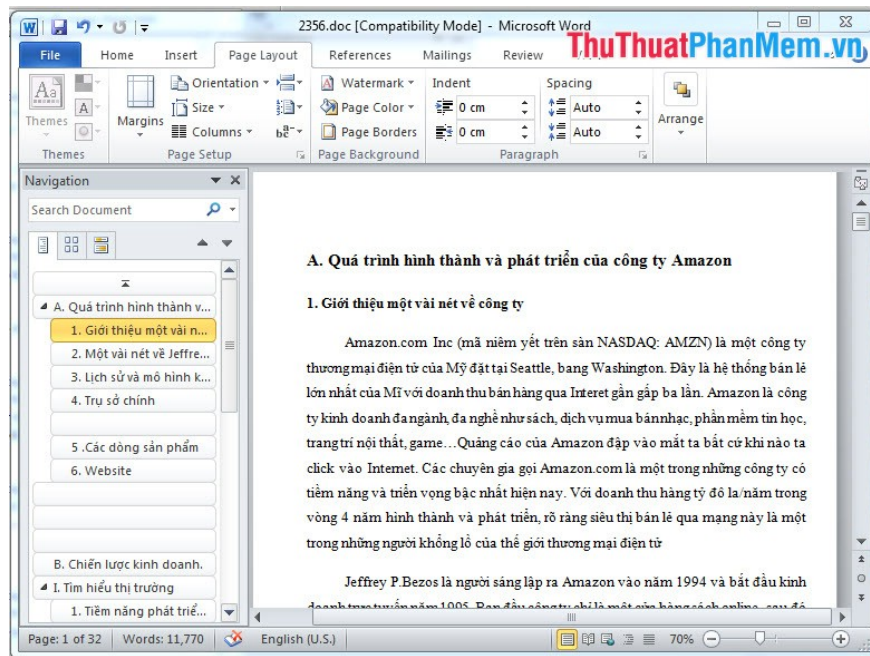
- Select the Page Layout tab, select Margins and select Custom Margins .



- Page Setup window appears, we enter the parameters to align the text as shown:



And the result we get is:



In the tutorial above, I use Microsoft Word 2010 software you will do the same for Microsoft Word 2013. For Microsoft 2007, you do the same thing only in the first step instead of going to File and selecting Options then Click the Microsoft Office icon in the top left corner and select Word Options.

You finished reading the article "**Guidelines alignment in Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.