

# How to align in Word 365, adjust document margins more professionally

Alignment in Word 365 plays a very important role in creating more professional and attractive documents. For those who are new to using Word 365, Taimienphi's instructions below will help you adjust margins in detail, creating more beautiful text.

With the ability to adjust **alignment in Word 365** , users can fine-tune the space between the left, right, top, and bottom margins of a document page. This not only helps you create attractive text layouts, but also attracts the attention of readers.

## *Latest alignment standards in Word 365*

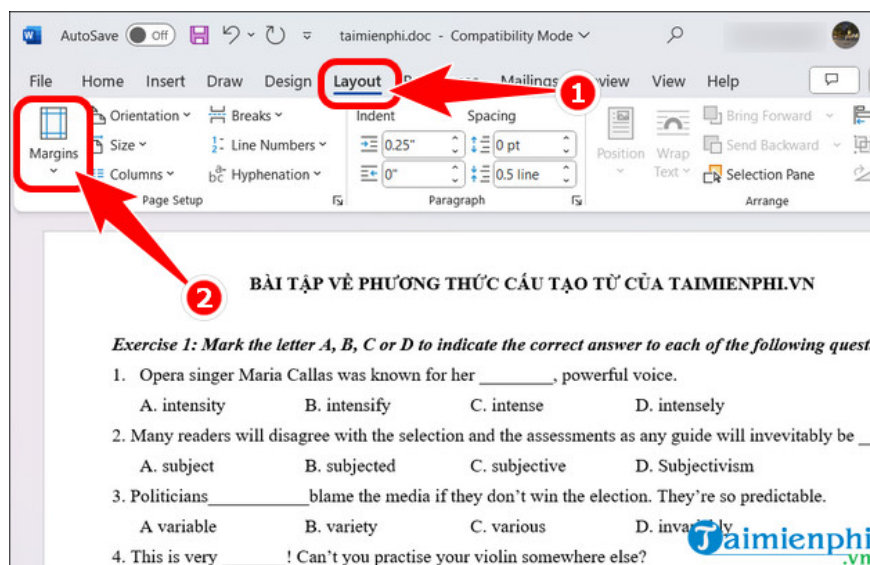
During the document drafting process, following the standard alignment rules in Word 365 will help your document become much more professional and beautiful, creating a harmonious balance for every page of text.

- The top margin is 20 - 25 mm (2 to 2.5cm) from the top edge.
- The bottom margin is 20 - 25 mm (2 to 2.5 cm) from the bottom edge.
- The left margin is 30 - 35 mm (3 to 3.5 cm) from the left edge.
- The margin must be 15 - 20 mm (1.5 to 2 cm) from the right edge.

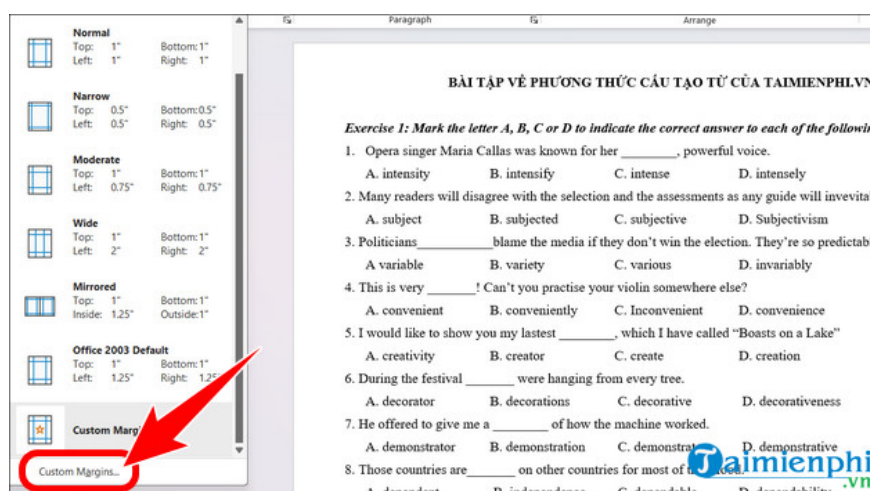
## *How to align in Word 365 according to standard regulations*

Before starting to align in Word 365 according to regulations, readers need to convert inches to centimeters in Word, the specific steps are as follows:

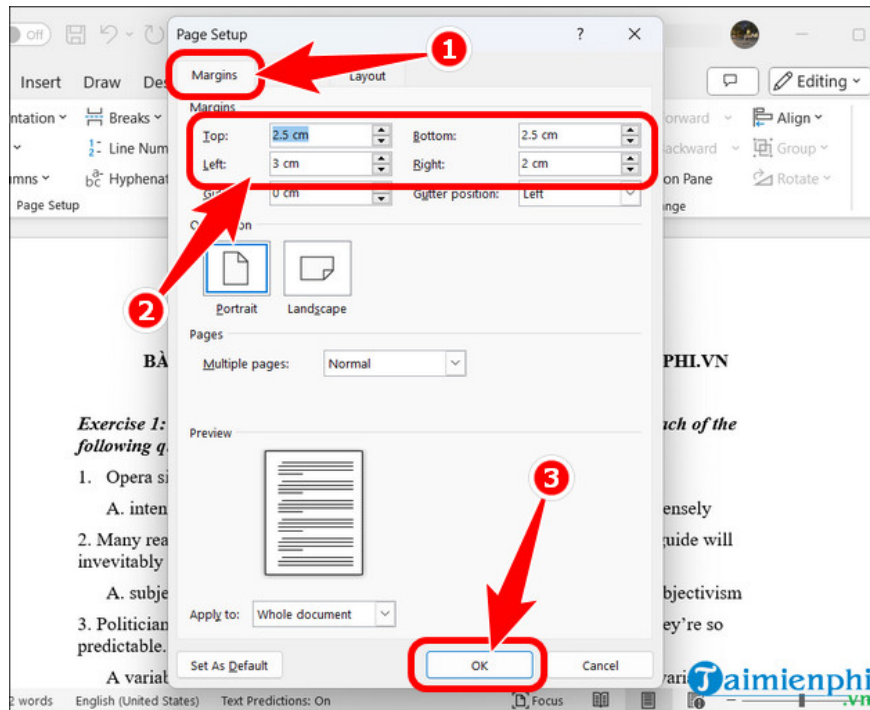
*Step 1:* Open any **Word document** , in the main interface click **Layout** => press **Margin** .



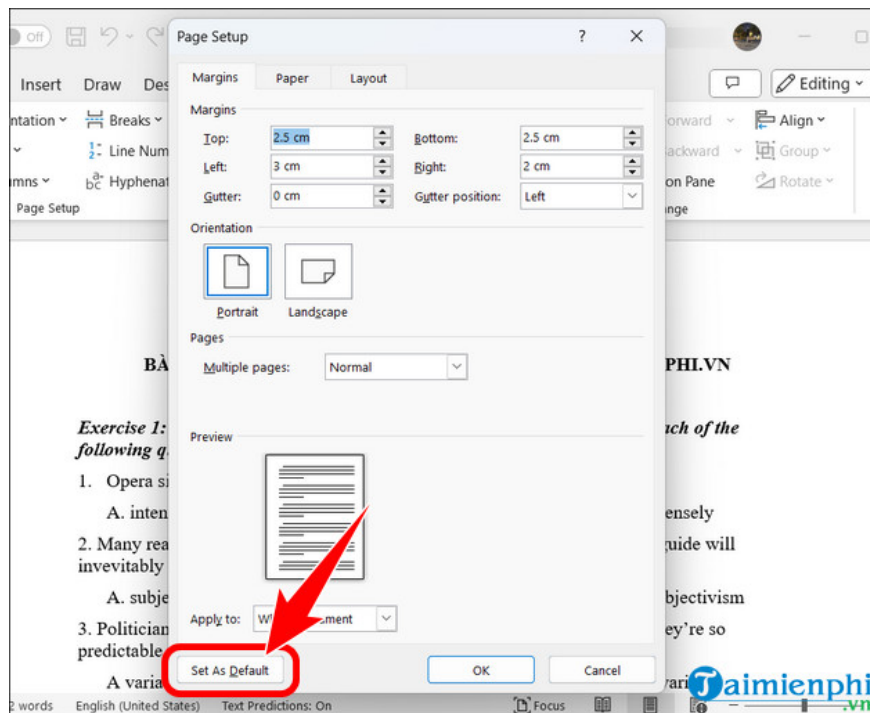
- Select **Custom Margins** .



Step 2: Click **Margins** => set the standard alignment in Word 365 as shown below => click **OK** .



- In addition, readers can also **Set As Default** to set the default alignment in Word 365 and use it for subsequent customizations.



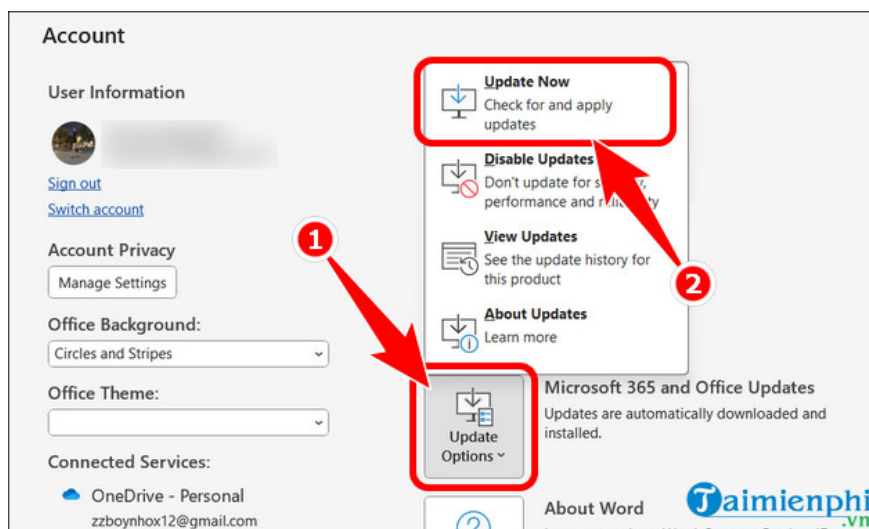
In some cases, users can go to the Layout tab but cannot use the features here. The main reason here is because you have not activated the software license, so if you encounter such a case, you should Please use the latest **Office 365 key** that Free Download has compiled here.

## *Frequently asked questions about alignment in Word 365*

## ***1. Why does the alignment in Word 365 fail?***

There are many reasons why alignment in Word 365 fails. Understanding the causes below, readers can effectively fix the problem and take advantage of this feature most accurately.

- **Document error:** In some cases text documents can cause alignment errors in Word 365. To fix it, you can create a new Word file and try aligning to see if the problem continues to exist or not. .
- **Outdated software version:** If you are using an outdated version, this can also cause alignment errors in Word 365. You can fix the error by clicking **File => Account => Update Options => Update Now** .



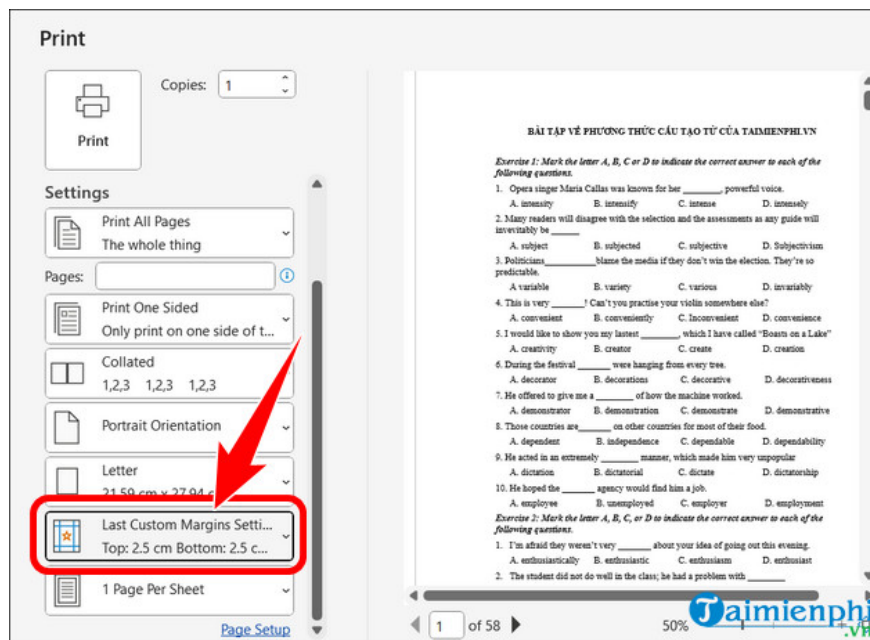
If you have tried the above methods and still encounter alignment problems in Word 365, you can contact Microsoft's customer service team to receive full support and resolve your problem.

## ***2. Can alignment in Word 365 be applied to other Office versions?***

The alignment feature in Word 365 can be applied to other Office versions that Microsoft supports. Versions like Office 2021, 2019, 2016 and previous versions all have similar alignment features but there will be some slight differences in the user interface or specific options.

## ***3. Can you align margins in Word 365 before printing?***

In Word 365, you can completely view and edit margins before printing by using the preview feature in the menu on the left side of the screen as shown below.



Above are all the alignment steps in Word 365, helping you align yourself according to standards to create the most beautiful and professional text documents. Of course, don't forget **to number the pages in Word 365** so viewers can locate the exact document content.

You finished reading the article "**How to align in Word 365, adjust document margins more professionally**" 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.