

# Instructions for setting margins in PowerPoint

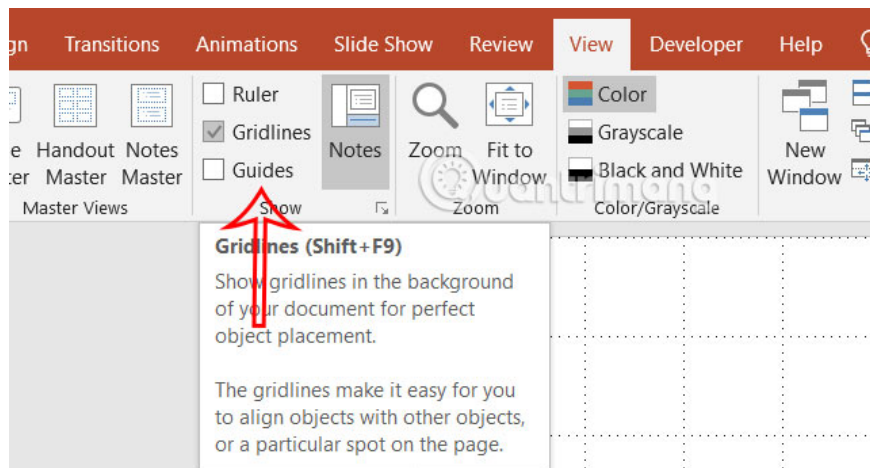
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## How to align margins using Guides in PowerPoint

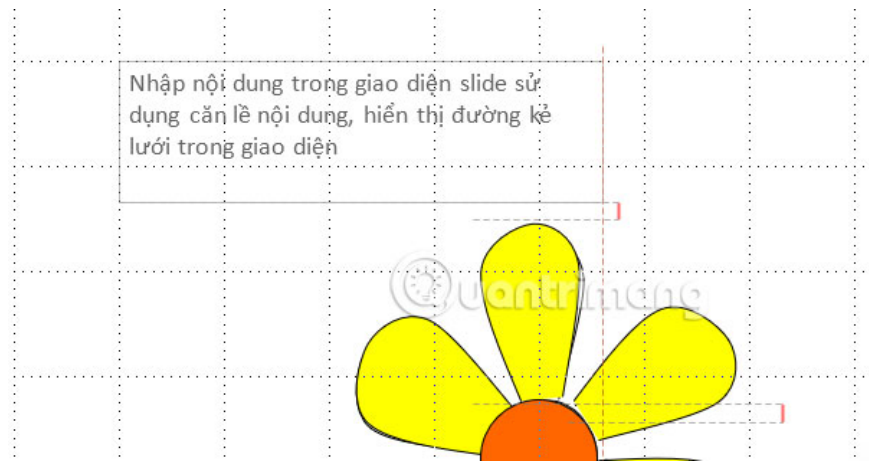
### Step 1:

Click the **View** tab and then click **Guides** to display vertical and horizontal guides that appear on the slide.



### Step 2:

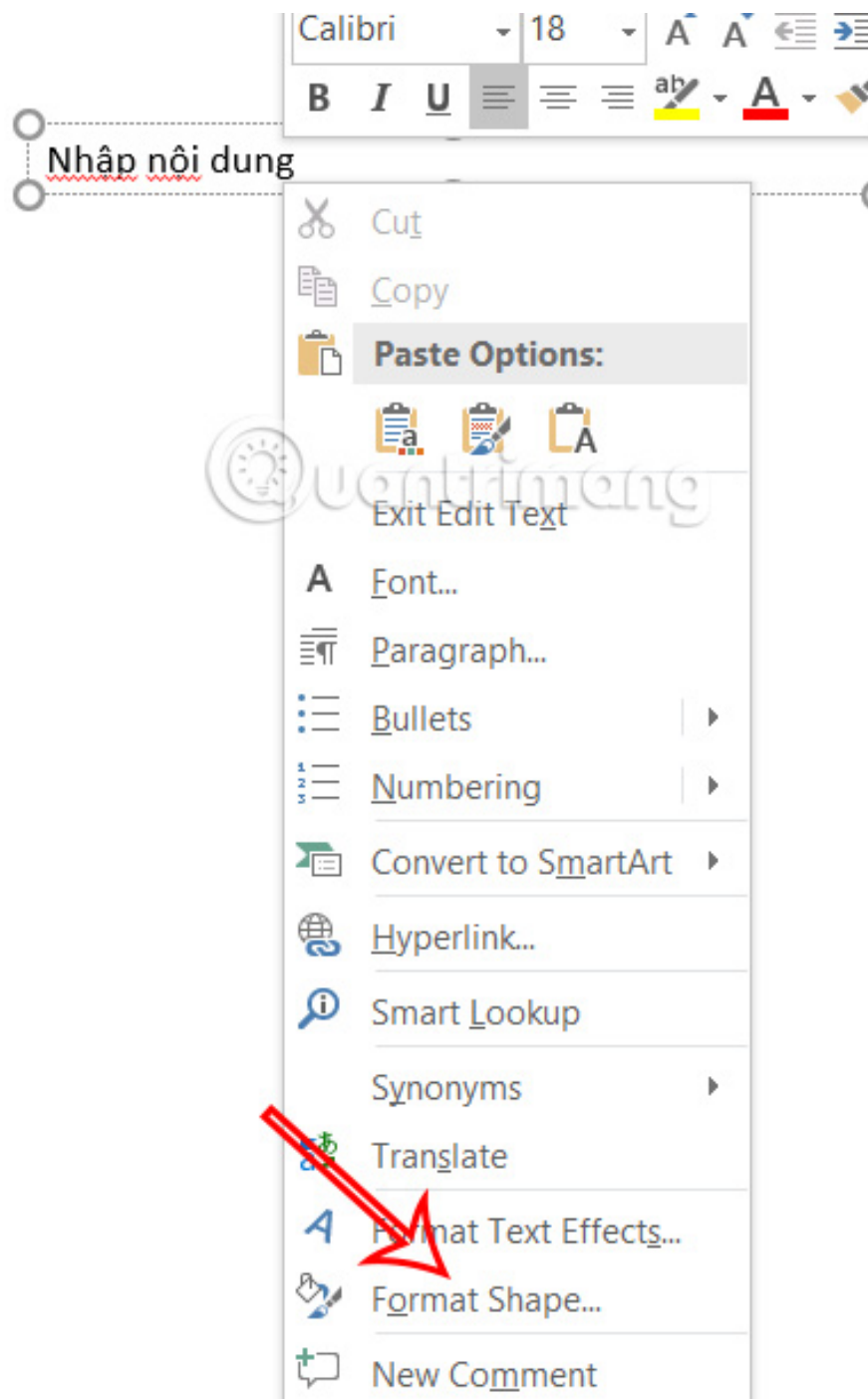
Now you enter text boxes, images and other elements in the slide and use these horizontal and vertical lines to adjust.



## How to Change Margins in PowerPoint Text Boxes

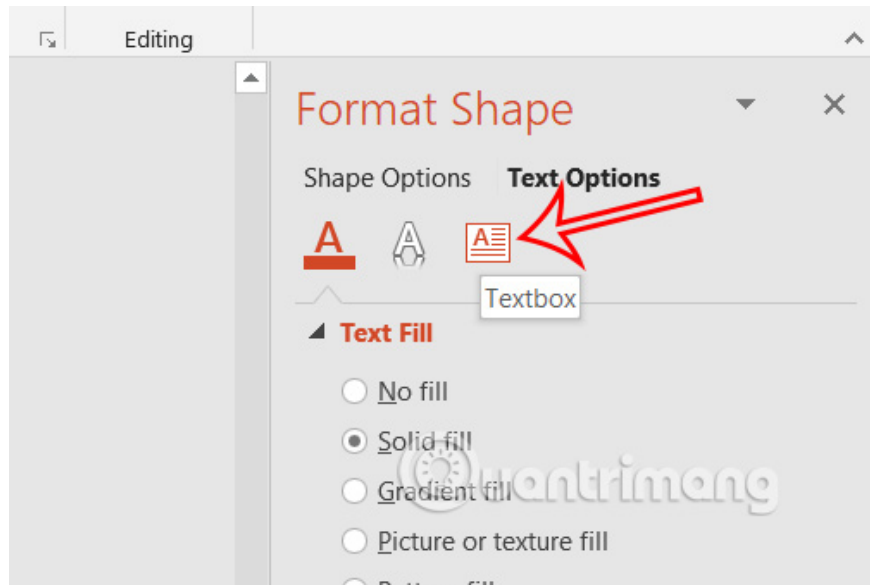
### Step 1:

We create a text box in the slide, then **right-click on the text box** and select **Format Shape** in the displayed list.

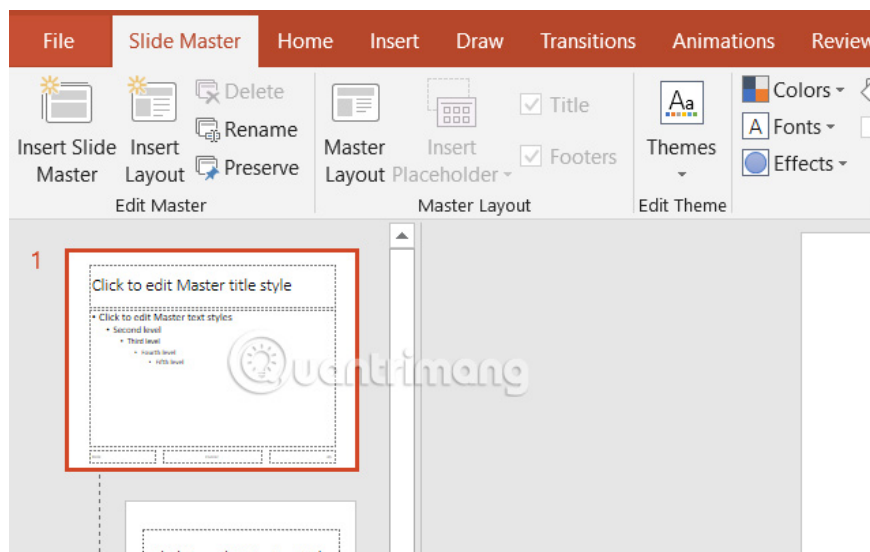


**Step 2:**

Immediately after that, on the right side of the screen, click on **Text Options** and then select **Textbox** below.



Now we **adjust the margins at Left, Right, Top and Bottom** and add space inside the text box. You can set the value in inches, points or pixels depending on your preference.

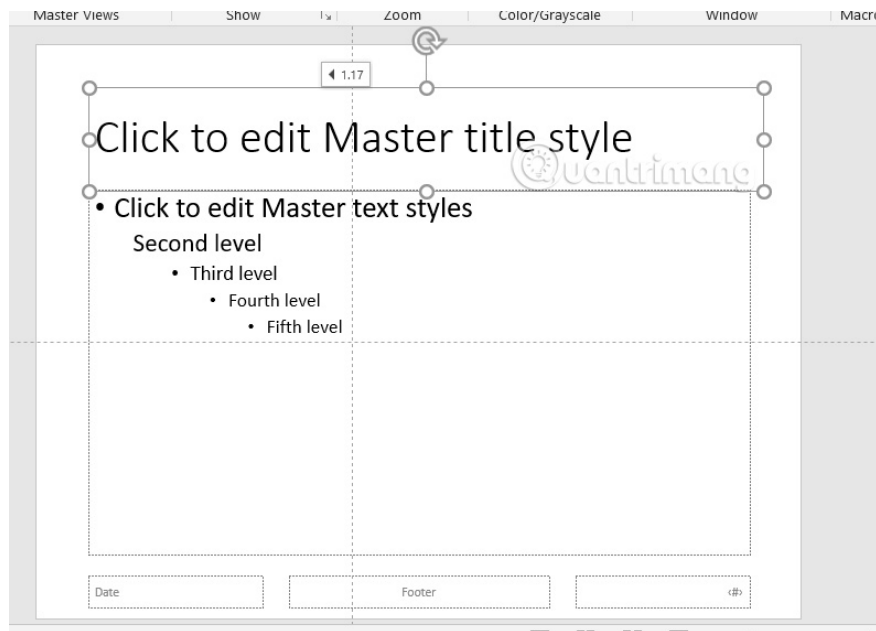


## How to change margins for all PowerPoint slides at once

Although PowerPoint doesn't have the ability to align margins for all slides at once, there are a few tools you can use to adjust margins for all slides.

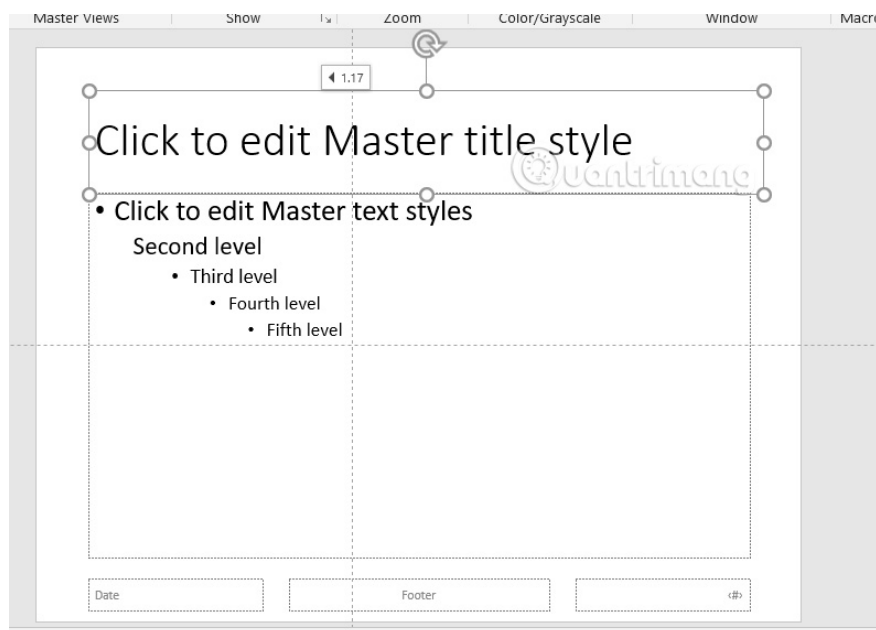
### Step 1:

First you need to go to **View and select Slide Master** , then **click on the layout you use most often**.



## Step 2:

Check **Guides** to display the path in the slide. Now you adjust the margin inside the text box in the Slide Master interface.



Finally, exit Master View to apply the changes to the entire slide.

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