

# Instructions on how to align beautiful margins for A4 paper size in Word

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The alignment rule in the administrative document (A4 size paper) is issued by the Ministry of the Interior, so the documents are required to follow this standard. So you need to understand this standard before drafting an administrative document. In this article, you can help align the beautiful margins for A4 paper size in Word.



According to the norm of administrative documents in A4 paper size, it is aligned as follows:

## Regulations

**Top margin:** 20 - 25 mm from the upper edge (2 - 2.5 cm respectively)

**Bottom margin:** 20 - 25 mm from the bottom edge (2 - 2.5 cm respectively)

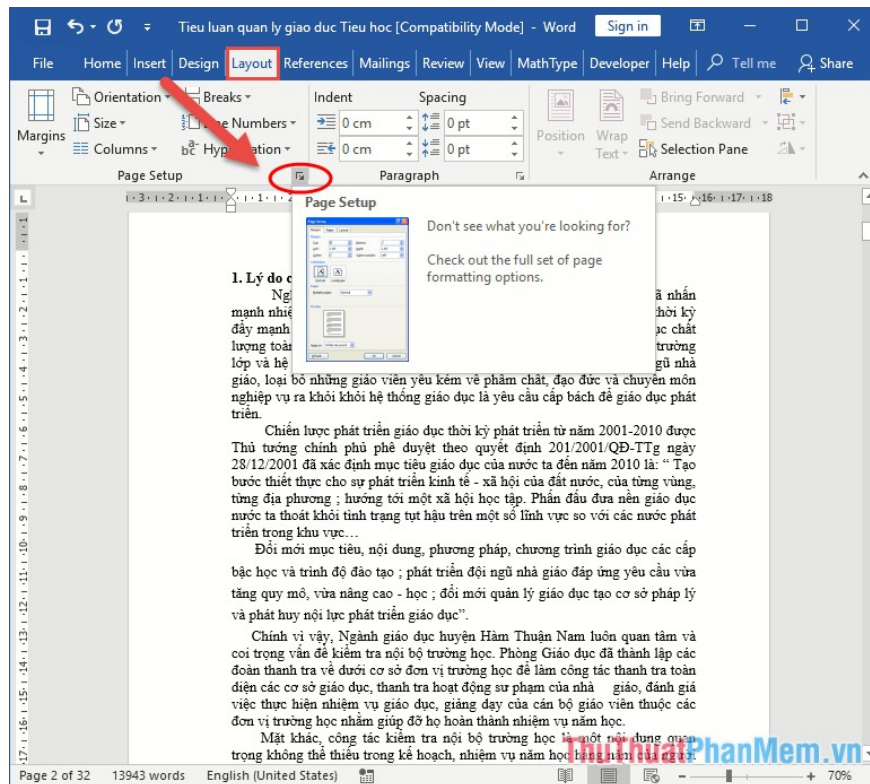
**Left margin:** 30 - 35 mm from the left edge (3 - 3.5 cm respectively)

**Right margin:** 15 - 20 mm from the right edge (1.5 to 2 cm respectively)

## Beautiful alignment for A4 paper size

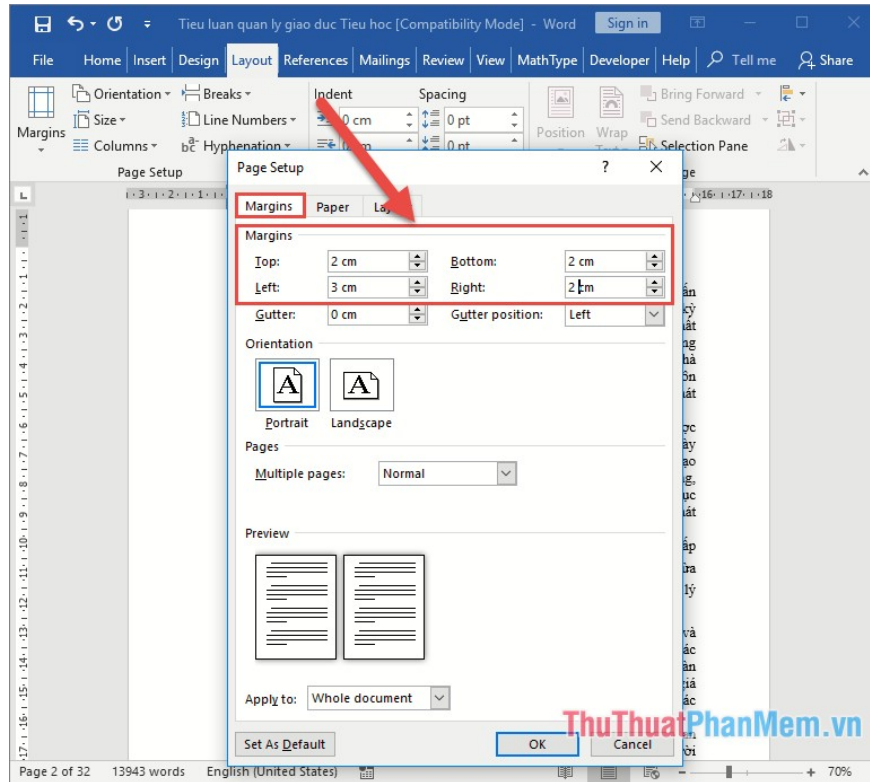
To align the A4 paper size, follow these steps:

**Step 1:** Open the text you need to align -> on the **Layout** tab, click the arrow in **Page Setup**:

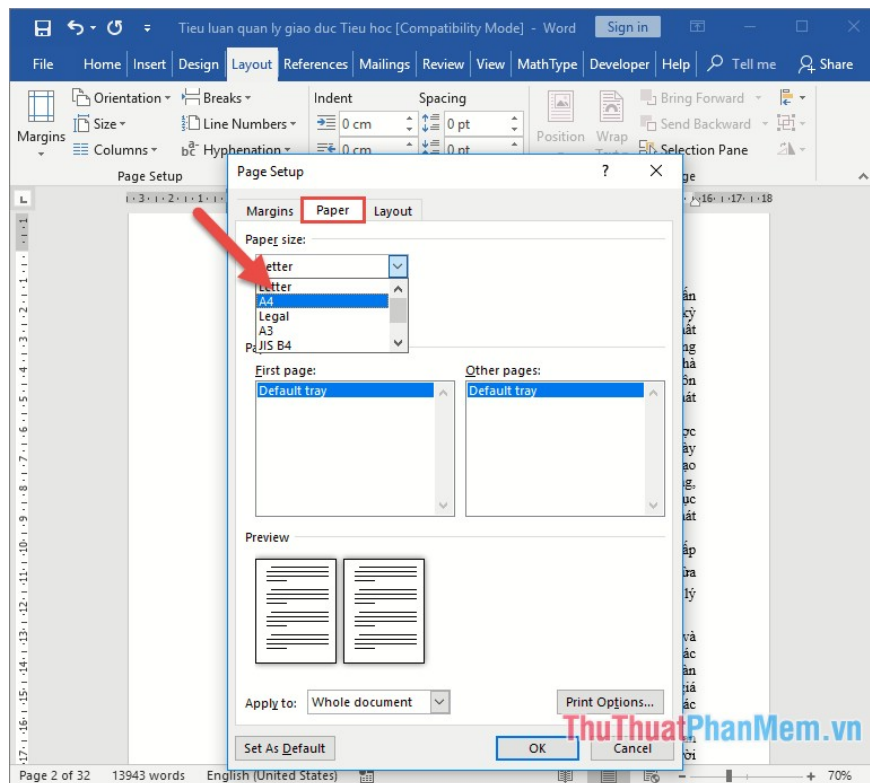


**Step 2:** The **Setup** page dialog box appears, selecting the alignment in the **margin** card :

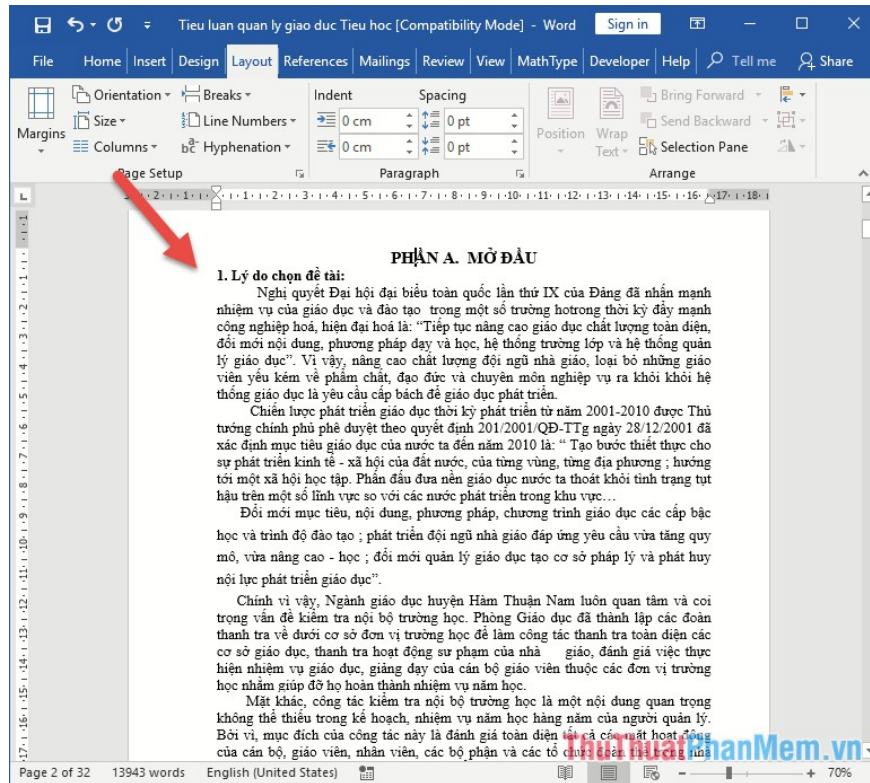
- Top: 2cm value options
- Bottom: choose value 2cm
- Left: choose a value of 3cm
- Right: choose value 2cm



**Step 3 :** Check if the paper size is selected correctly in **A4** size , if it is not correct in the **Paper** tab in **Page Size**, click **A4** -> click **OK**:



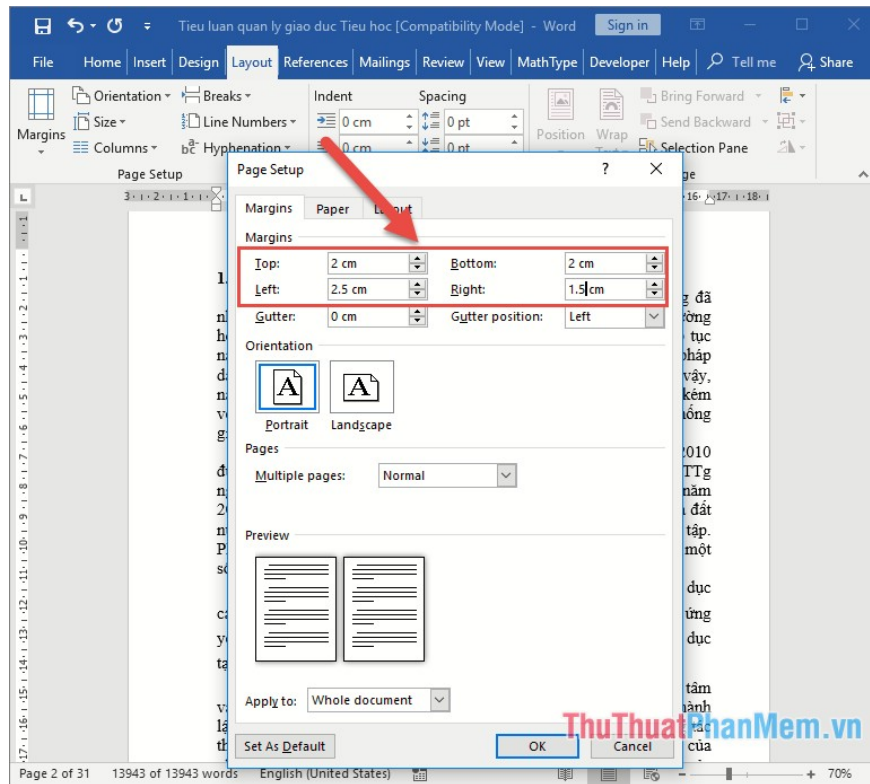
The results you have aligned the A4 paper size:



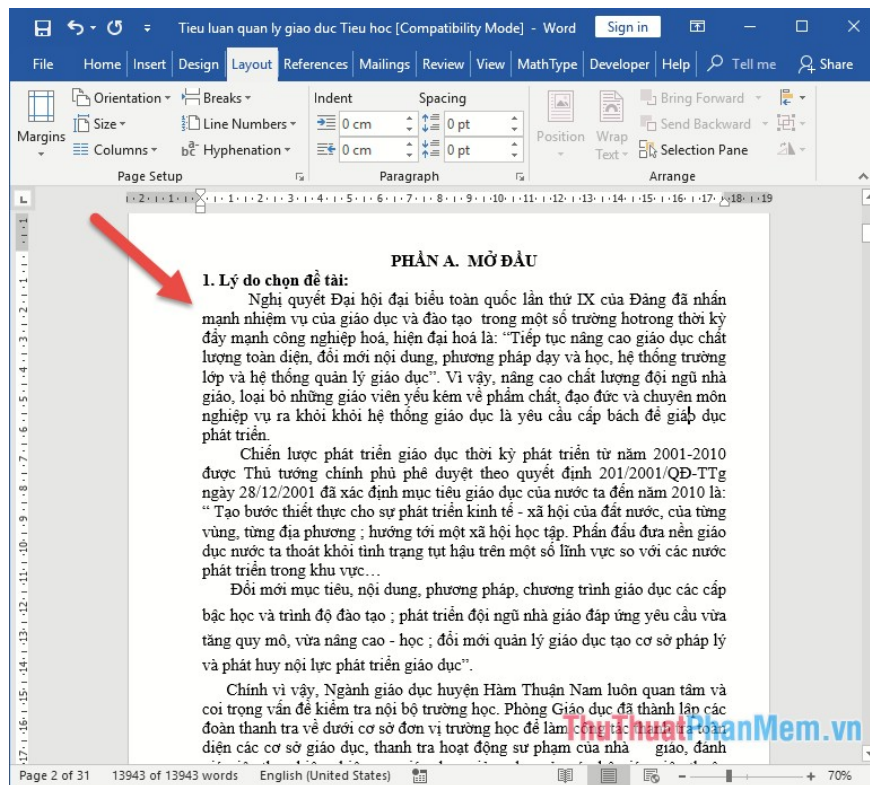
You pay attention in the alignment process, to balance you should choose the top margin and bottom margin equally.

Separate left and right margins if the number of pages of text is large, binding on the thick -> you can choose the left margin to 3.5 cm, the right margin is set at 1.5 cm.

Where the number of pages of text is small -> you set the left margin to 3cm, the right margin 1.5 cm as shown:

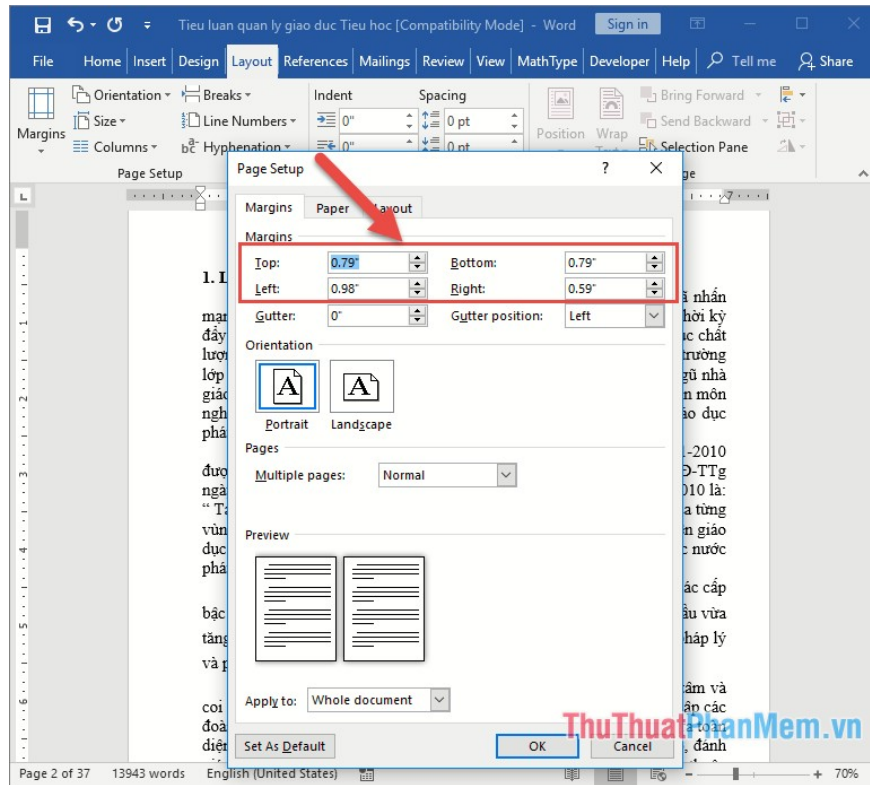


The result you have aligned the balance of your page:

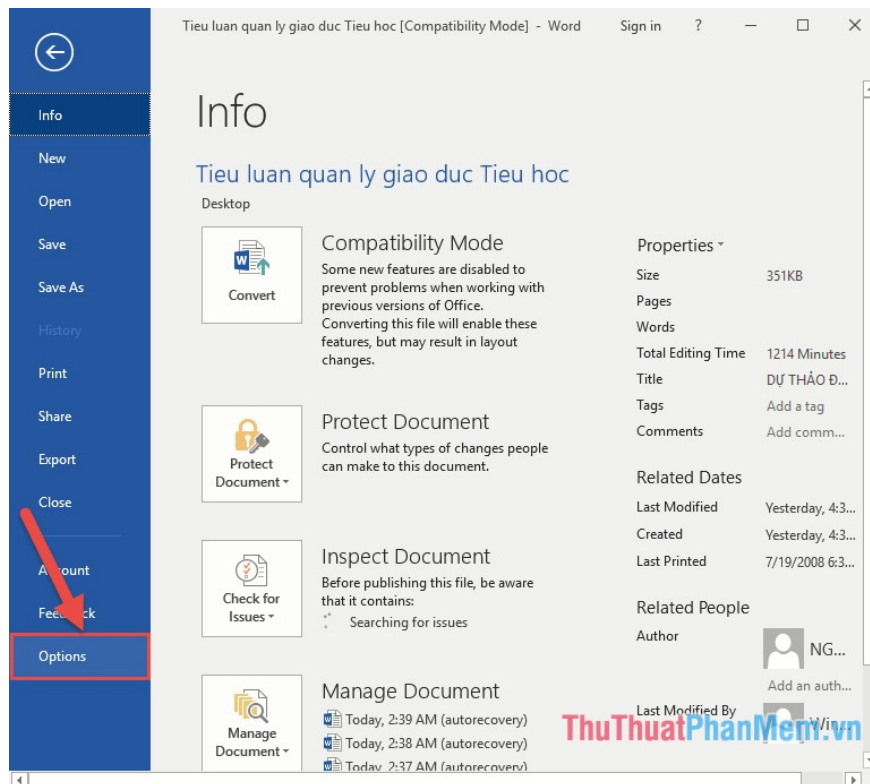


Adjust the unit when aligning the A4 paper size

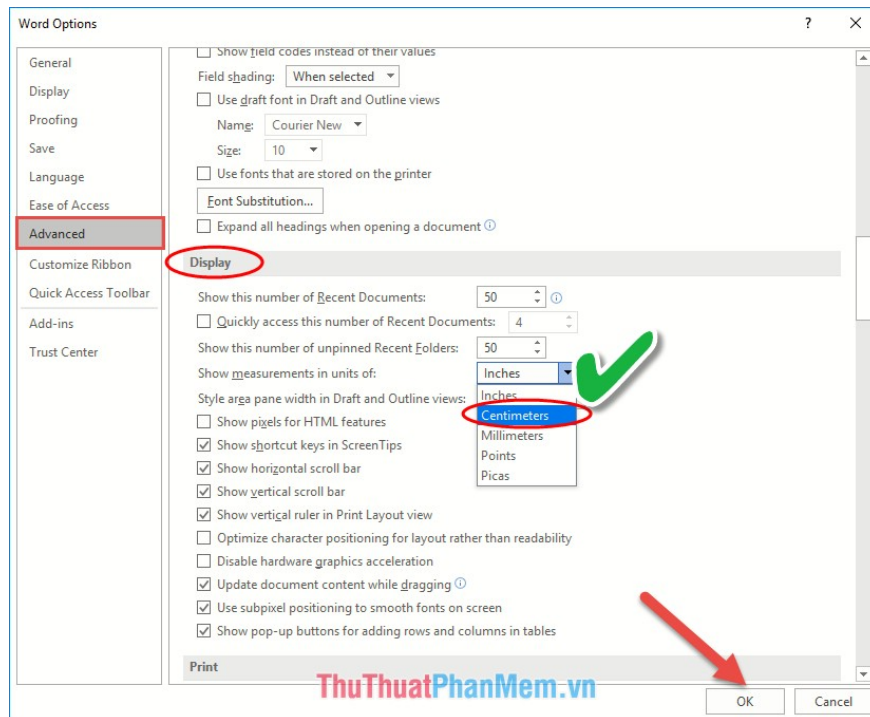
The case when setting the value to align the paper size is not in cm but at inch as shown below:



As such, it is difficult to calculate it into cm values, the simple way you do is on the **File** tab -> **Option**:



In the **Word Options** window , select **Advanced** -> move **Display** -> under **Show measurement is units of** click **Centimeters** -> click **OK** so you have converted to cm units:



With some simple operations as above, you can align the beautiful margins for A4 paper size, depending on the number of pages in your document, you choose the right and right margins values. Good luck!

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