How to Display the Ruler in a Word Document

To show the Ruler at the top and left-hand side in a Word Document, click on the **View tab. In the Show section** (second from the left), check the box next to Ruler.

File	Ho	ome	Insert	Design	Layout	Reference	es	Mailings	Review	View
Read Mode	Print Layout	Web Layout	🖃 Outline 🗐 Draft	✓ Rule Grid	er Ilines igation Pano Show	Zoom	100%	One P	age ble Pages Width	New A Window

The gray sections on the ruler represents the margins on the page.

