

October 28, 2019

Instructions on how to avoid space a large empty space at the bottom of a document on google docs.

1. First you must open up the **Chrome** application (if you do not have it, it is available in the self service application)
2. Type "docs.google.com" into the area that says "search or type url" and hit "Go"
3. Click the icon in the top right corner denoted by 3 dots
A menu will appear. Scroll to the bottom of the menu and select "Request Desktop Site"
4. You should be brought to your [google docs](https://docs.google.com) page. From here select the document you were working on
5. Click "File" and a menu should appear
6. Click "Page setup" and another menu will appear
7. Under "Margins (inches)" click into the box next to "Bottom" and replace the 1 with 0.7
8. Hit "Set as default" and your margin size should be changed

If your document still has a large margin and has 2 lines on the second page

9. Go back to your document in the [google docs](https://docs.google.com) application
10. Click at the beginning of your last line and hit return

When your margin are fixed, you can submit into [google classroom](https://classroom.google.com) normally, as your document will backup to your [google drive](https://drive.google.com) with the changes made. **Thank you!**