Correcting Page Margins on the Table of Content, List of Figures and List of Tables

Correcting content for the Table of Contents, List of Figures or List of Table if the text is not aligned with the left or right page margins or the text spills over into the page margin, the text will need to be adjusted. This is easily corrected.

To begin:

1. Turn on the ruler feature in your document:
   a. The ruler feature can be found under the View tab on the ribbon in the Show grouping.
   b. Check the box next to Ruler
Gray area on the ruler represents the page margins

Left page margin set at 1.25 inches

Right page margin set at 1.25 inches

- Left and Right Tab stops
- Hanging Indent Markers
- First Line Indent markers
2. How to make the correction
   a. Locate the hanging indent, left/right tab stops or first line indent markers on the ruler to identify what needs to be moved or deleted.
   b. Once you have identified the left/right tab stops or hanging indent markers, highlight the text that needs to be moved to fit within the margins, and move the tab stop, hanging indent, or first line indent markers.
      **I recommend you work the first line or two on the page to determine what needs to be adjusted.**
      
      i. Aligning the Tab marker with the right page margin or remove it completely by dragging it off the ruler with your pointer.
      ii. Aligning the First Line Indent with the right page margin
      iii. Moving the Hanging Indent Markers.
   c. You may need to add or subtract leading dots between the text and the page number.

Below is an example of how your table of contents, list of figures, or list of tables should look like when formatted correctly:

The dotted line defines the page margins. The lines do not appear when printed or converted to pdf.
More information on tab stops and hanging indents is available on the following webpages. You may also contact the Library ETD Administrator at x42041 if you have any additional questions.

This link leads to instructions at office.microsoft.com for instructions on how to remove or clear tab stops.


The next link explains how to adjust tab stops so that the page number column will align up with the right margin.

http://www.computerhope.com/issues/ch001351.htm