

View Page Margins

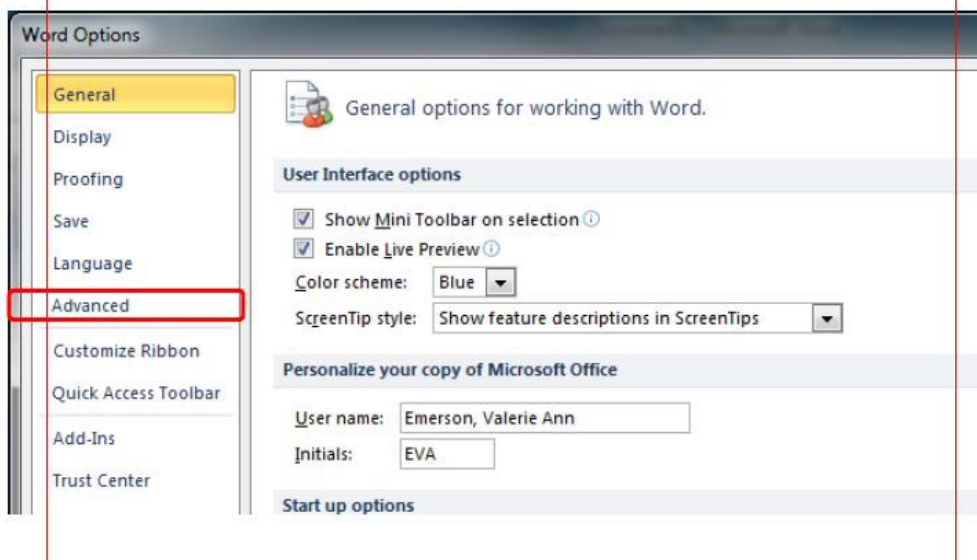
One of the most common formatting problems found in a dissertation or thesis submitted to the ProQuest ETD Administrator site occurs when a figure or table exceeds the boundary of the right or left margins.

One way to avoid this problem is to use the **View Page Margins** setting which provides an outline of the boundaries of the page margins. This outline is visible as a dotted line and can provide a guide to ensure that tables and figures remain inside the text area of the page.

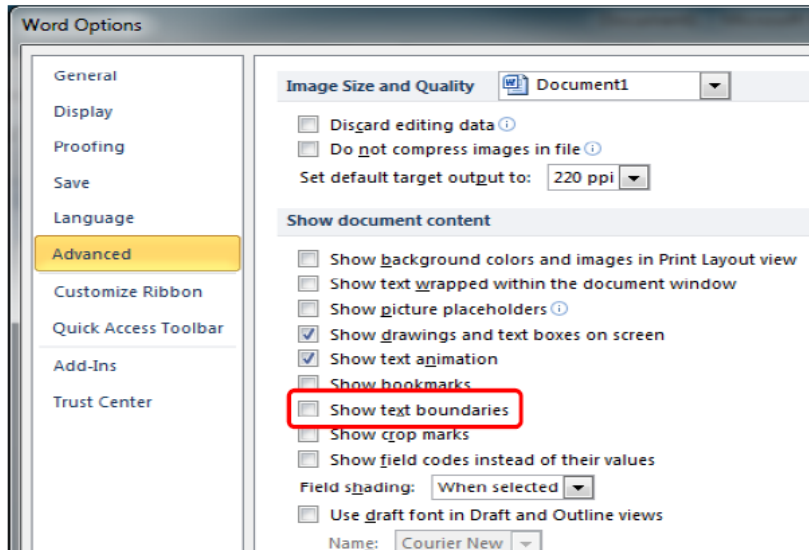
1. Click on **File**.
2. From the drop down menu, click on **Options**.



3. Click on **Advanced**



4. Under **Show document content**, check the box next to **Show text boundaries**



5. Click on **Okay** in the bottom right corner of the screen to save your changes.

The dotted line forming border on this page is how the text boundaries (or page margins) will look in your Word Document. Page margins can be viewed in the Print Layout or Web Layout view. The text boundaries do not appear on the printed page or in a pdf converted from the Word Document.

