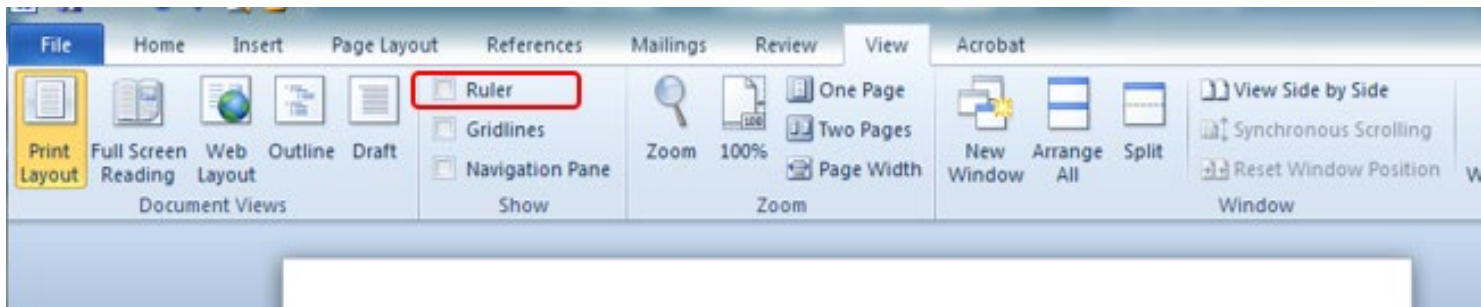


Correcting Page Margins for the Table of Contents, List of Figures and List of Tables

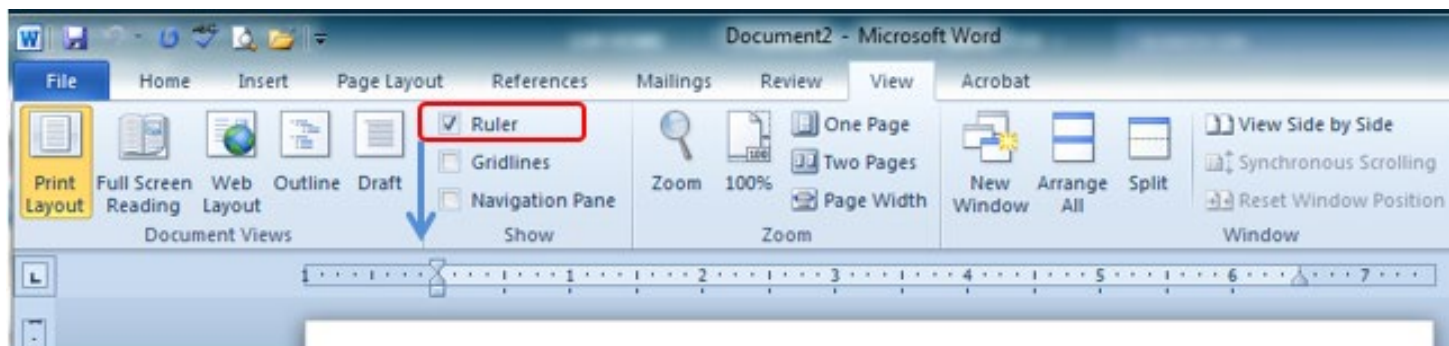
Correcting content for the Table of Contents, List of Figures or List of Table if the text is not aligned with the left or right page margins. It may also be useful with adjusting the text if it spills over into the page margin.

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.

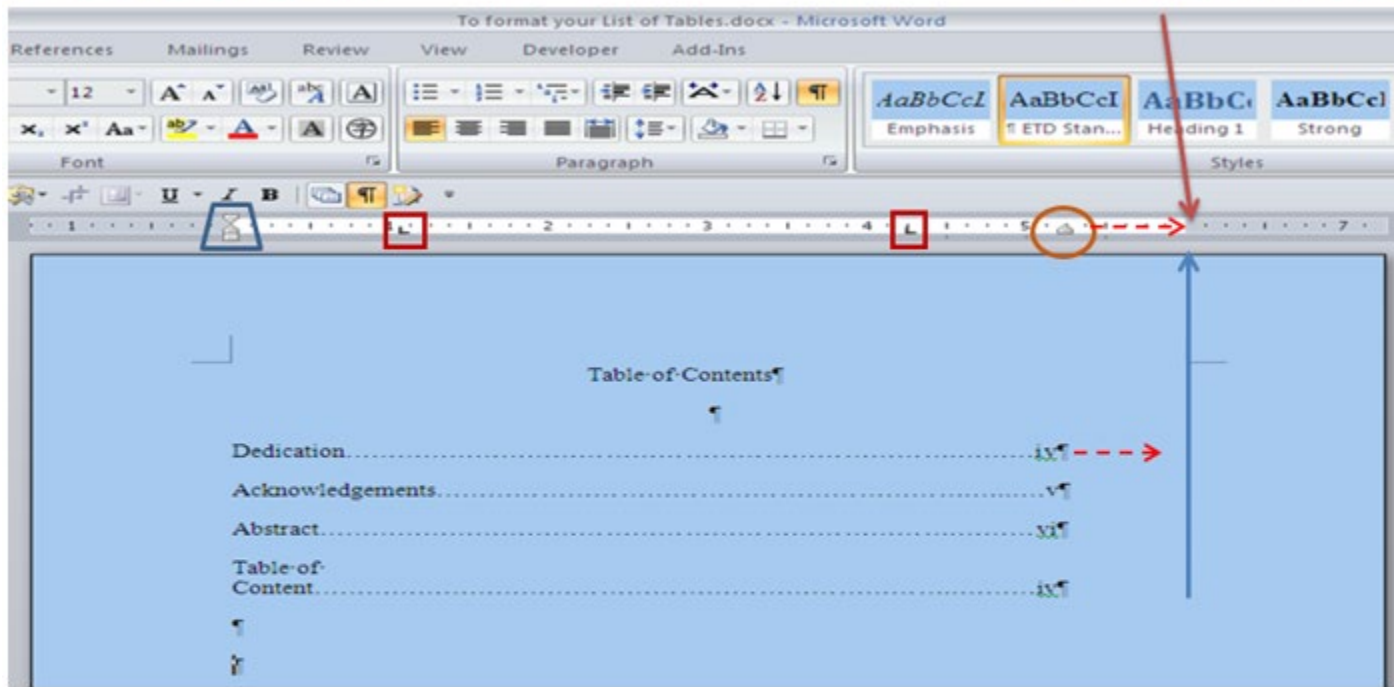


- b. Check the box next to **Ruler**






Left page margin set at 1.25 inches

Right page margin set at 1.25 inches



Gray area on the ruler represents the page margins of 1.25 inches

-  Left and Right Tab stops
-  Hanging Indent Markers
-  First Line Indent markers

2. Formatting can be corrected using one of the following methods, depending on the current formatting of your document. Highlight the lines of text you want to correct and:
 - Aligning the Tab marker with the right page margin
 - Aligning the First Line Indent with the right page margin or remove it completely by dragging it off the ruler.
 - Moving the Hanging Markers.

Once you have identified the **left/right tab stops** or **hanging indent markers**, highlight the text that needs to be moved to correct the formatting, then move the tab stop or hanging indent marker. I recommend you work the first line or two on the page to determine what needs to be adjusted.

Additional resources on tab stops and hanging indents in Microsoft Word

This link leads to instructions at office.microsoft.com for instructions on how to use the ruler in Word.

[Using the ruler in Word](#)

[Adjust indents and spacing in Word](#)

[How to adjust the indents and tabs in Microsoft Word](#) and align your page numbers with the right margin.