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

General	General options for working with Word.
Display	200
Proofing	User Interface options
Save	Show Mini Toolbar on selection 🕕
Language	Enable Live Preview
Advanced	Color scheme: Blue -
Customine Ditates	ScreenTip style: Show feature descriptions in ScreenTips
Customize Ribbon	Personalize your copy of Microsoft Office
Quick Access Toolbar	User name: Emerson, Valerie Ann
Add-Ins	Initials: EVA
Trust Center	
	Start up options

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

V	Vord Options	Concerning Second
	General	Image Size and Quality Document1
	Display	Discard editing data
Ш.	Proofing	Do not compress images in file i
	Save	Set default target out <u>p</u> ut to: 220 ppi
	Language	Show document content
	Advanced	Show <u>background</u> colors and images in Print Layout view
	Customize Ribbon	Show text wrapped within the document window
	Ourisk Assass Taalbar	Show <u>p</u> icture placeholders ()
	Quick Access Toolbar	Show <u>d</u> rawings and text boxes on screen
Ш.	Add-Ins	Show text animation
	Trust Cantor	Show bookmarks
	Irust Center	Show text boundaries
Ш.		Show crop marks
Ш.		Show field codes instead of their values
		Field shading: When selected 💌
		Use draft font in Draft and Outline views
		Nam <u>e</u> : Courier New 👻

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.

