

Resizing a Table to Fit Within the Margins

Tables that extend into the right or left margin is a common formatting error. The process for resolving that issue is described in this document. In the example below, the table extends into the right margin. The 1-inch left and right margins are denoted by the dashed red lines.

Table 1. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Col 1	Col 2	Col 3	Col 4	Col 4	Col 5	Col 6	Col 7
A	2995	1437	2285	1729	1737	2995	1437
B	1002	2230	2415	1624	2728	1002	2230
C	2886	2966	1701	1415	1277	2886	2966
D	1730	2151	2334	1129	2274	1730	2151
E	1197	2783	2767	1226	2208	1197	2783
F	1077	2287	2212	2435	1408	1077	2287

Procedure for resizing a table so that it fits within the left and right margins. The table images that follow are screen shots and not full scale.

1. Select the table.

Move the mouse over the table, which will cause two double-headed arrows enclosed in a square box to appear at the top left corner of the table. To select the table, place the cursor over the box and left click.

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The gray highlight shows that the entire table has been selected

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2. Place the cursor anywhere within the table and right click. On the dropdown menu, select **AutoFit > AutoFit to Window**. Left click, which will resize the table to fit within the left and right margins as shown on page 3.

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The screenshot shows a right-click context menu over the table. The menu items are: Cut, Copy, Paste Options, Insert, Delete Table, Distribute Rows Evenly, Distribute Columns Evenly, Border Styles, AutoFit (highlighted with a red arrow), Text Direction..., Insert Caption..., Table Properties..., and New Comment. The 'AutoFit' sub-menu is open, showing: AutoFit Contents, AutoFit to Window (highlighted with a red box and a red arrow), and Fixed Column Width.

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3. To remove the gray highlight, left click anywhere within the table.

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