

Creating a Table of Contents in Word

Updating a Table of Contents

After you have typed a portion of your paper, you will want to start creating the Table of Contents. When creating a Table of Contents in Word, be sure to have the Styles and Formatting taskbar open on the right side of the Word screen. Scroll down the taskbar until you see Heading 1, Heading 2 and Heading 3. You can leave the settings for these headings as they are, or you can change them. To change the settings, place your cursor over the heading and click on the down arrow. Click on **Modify** and make your changes.

To start the Table of Contents:

1. Scroll back up to the first major heading in your paper.
2. Highlight the heading title.
3. From the Styles and Formatting taskbar, select Heading 1 (or the appropriate heading you are working on). (See Figure 1 below).

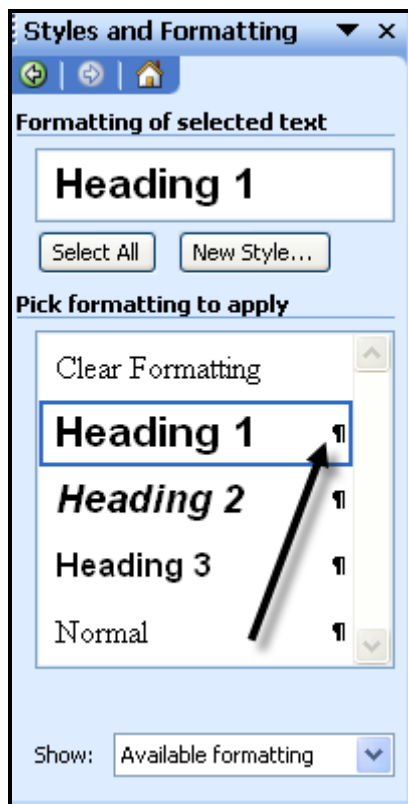


Figure 1

4. Click on the down arrow for the Heading and click on **Modify**.

5. At the bottom of the Modify Style screen, be sure to check **Add to Template** and **Automatically Update** (see Figure 2 below).

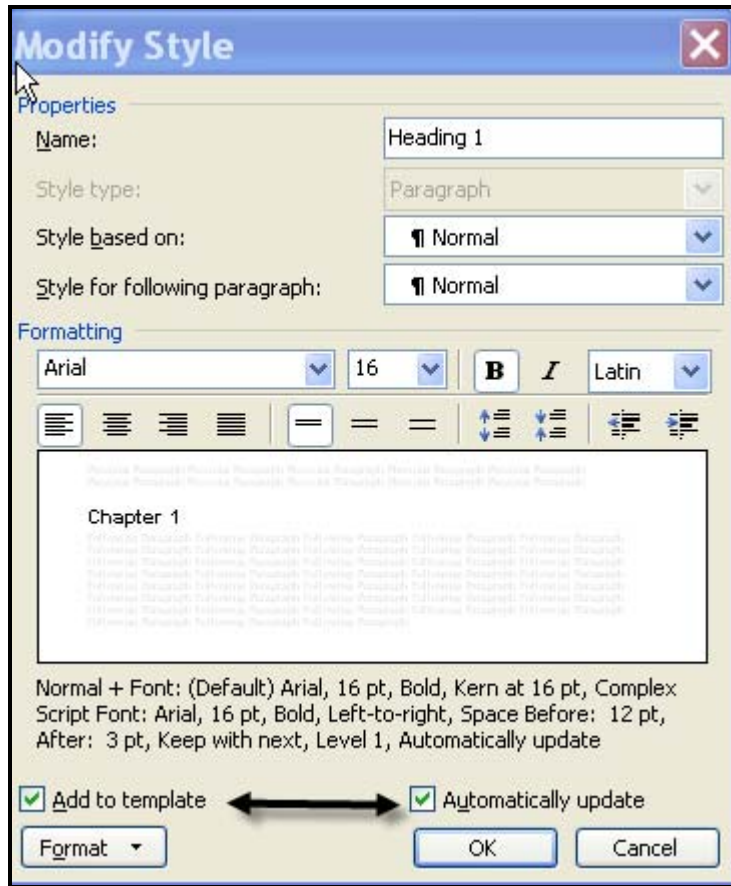


Figure 2

6. Click **OK**.

Repeat the above steps for all the headings in your paper (major headings and sub-headings).

After you have made all your selections, press **Ctrl/Home** on the keyboard to move to the top of your document and follow the steps below to complete the process:

7. From the top menu bar, click on **Insert** and then click on **Break**.
8. From the Break screen select **Next page** and then click **OK**. (This will add another blank page at the top of the first page of your document.)
9. Scroll up to the top of the new page and place your cursor at the location where you want your Table of Contents to start.
10. Again, from the top menu bar, click on **Insert**.
11. Scroll down to **Reference** and click on **Index and Tables**.
12. When the Index and Tables screen opens, click on the **Table of Contents** tab.
13. Verify that the **Show page number** box is selected (see Figure 3 below).

14. Verify that the Tab leader box has the appropriate leader selected for your paper. If you need to change the Tab leader, click on the **downarrow** in the Tab leader box and make your selection (see Figure 3 below).
15. General Formats should be **Formal** (see Figure 3 below).
16. Show levels should be as many levels as you have within your paper. The example shown below has three different levels of heading (see Figure 3 below).

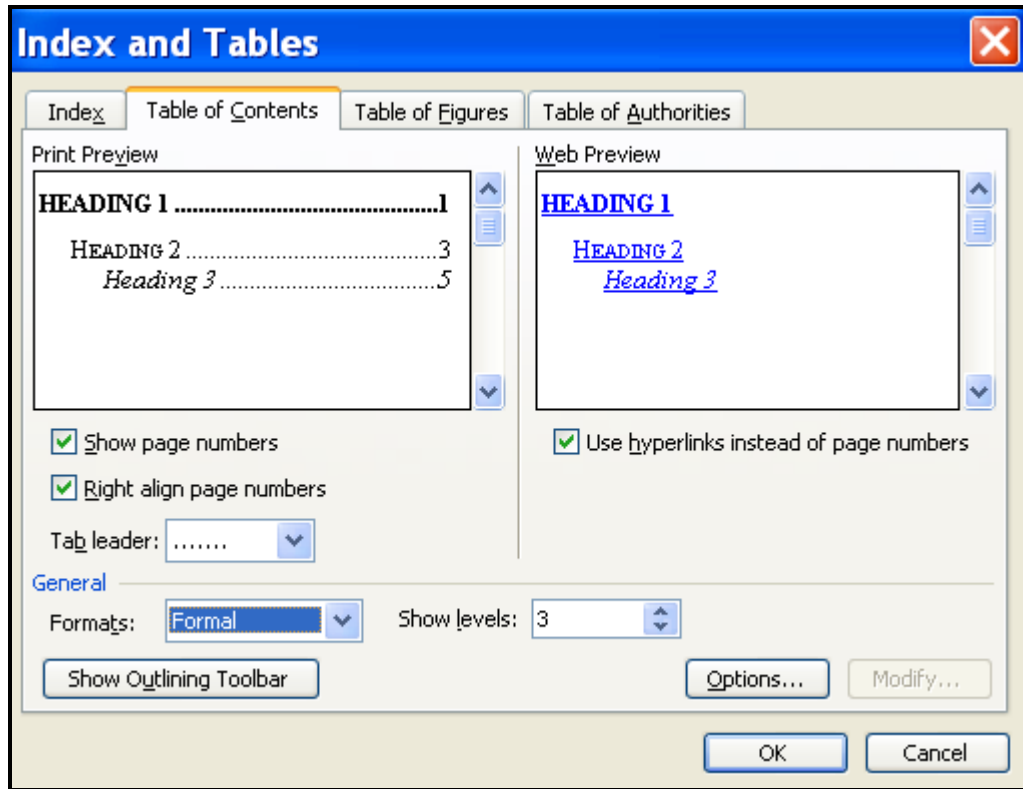


Figure 3

17. After all the above settings have been made, click **OK**.

When you click OK, the Table of Contents should appear at the location where you had your cursor. **SAVE YOUR DOCUMENT.**

Remember, as you continue to type your paper and add headings, use the Styles and Formatting taskbar and select the appropriate heading that you are adding. Always modify each **new** heading and be sure to check **Add to Template** and **Automatically Update** (see Step 5 above).

Updating a Table of Contents

To update the Table of Contents:

1. Go back to the table of contents and highlight the **entire** table.
2. Place the cursor on the Table of Contents and **right click once**.
3. Select **Update Field** from the menu screen that appears.
4. Select **Update entire table** and click **OK**.
5. Save the document.