

# TABLE OF CONTENTS

## STEP ONE

To generate a Table of Contents within Microsoft Word, apply a Style to each title and heading that you would like to include in the TOC. Using Styles links the TOC with the headings within the body of the document. For help creating Styles, review the *Microsoft Word Styles Guide*.

## STEP TWO

In the References Toolbar, navigate to the Table of Contents drop-down menu and select “Custom.”

Within the Custom window, make sure the Tab leader is set to the dotted line, and the box is selected for “show page numbers.” Click “Options.” Double check that the TOC level matches the corresponding heading level. For example, your title Style should be 1; heading 1 should be 2; heading 2 should be 3, etc.

## STEP THREE

Double check the generated TOC. Are any headings missing? Was something included that shouldn't be? Correct any missing or extra information prior to formatting the TOC. Any manual updates to the TOC will undo if you select to automatically update the entire table.

## STEP FOUR

Remove any typeface (bold or italics) from the headings and page numbers. The entire TOC needs to be in regular typeface, double spaced, and in the same font size/style as the rest of your document.

Page/Chapter titles must be left-aligned and in all capital letters. Heading Level 1 should be left indented 0.5 inch away from page/chapter titles and use title case capitalization rules. Every subsequent heading level should be indented an additional 0.5 inch to create a tiered effect (i.e., heading level 2 would be indented 1 inch away from page/chapter titles and so on). For a visual example of the TOC, review the Traditional Sample.

## STEP FIVE

If you should need to update the page numbers within your TOC, right click anywhere on the table. Select “Update Field” from the menu and select “Update page numbers only.” As mentioned previously, if you select to “Update entire field” any manual formatting edits will undo.