

heading, you can hover your cursor over the heading; if a heading style has been applied, a collapsible arrow will appear to the left of the heading.

Make sure that the paragraph that follows your heading is not included in the heading. You will know if this is the case if the entire paragraph changes to bold. To separate the paragraph from your heading formatting, put your cursor at the end of your heading, press Delete until your heading and paragraph are on the same line, and then press Enter. This will separate them into two separate headings. You can then highlight the paragraph and choose the "Normal" style from the Style group, and revise the font back to 12 pt. Times New Roman, double-spaced, in order to remove that paragraph from your list of defined headings.

Go through the entire document, highlighting each Level 2 and Level 3 heading and selecting the correct heading style for each one.

2a. How To Format Level 1 Headings to Appear Correctly in the ToC

Level 1 headings are a little more complicated than level 2 and level 3 headings. If you highlight your level 1 headings and choose the Heading 1 style, you will accidentally create two headings: for example, "Chapter 1" and "Introduction" will be two separate headings, and will appear separately in the ToC. You want them to appear on the same line in the ToC, separated by a colon. This requires a work-around.

In order to make your headings appear on the same line in the ToC, separated by a colon, you have to make Word believe that they appear in the text on the same line, separated by a colon. You can do so by following these steps:

- A. Add a colon to the end of Chapter 1 (Chapter 1:), and then highlight that colon and change the font color to white to hide it.
- B. Put your cursor after the hidden colon and press Delete to bring the chapter title up to the same line as the chapter number.
- C. With your cursor still after the colon, press Shift+Enter to move the chapter title to the next line without breaking the formatting between the chapter number

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In Print Preview, "Show page numbers" and "Right align page numbers" should be selected, and "Tab leader" should be dots.

In Web Preview, if "Use hyperlinks instead of page numbers" is selected, un-select it.

In General, "Format" should be "From template" and "Show levels" should be "3."

Click "Modify" in the bottom left corner, and make the following changes to TOC 1, TOC 2, and TOC 3 by clicking "Modify" on each heading type one at a time.

Font: Times New Roman, size 12, not bolded or italicized, black (not "Automatic")

Spacing: Format-->Paragraph, Before 0, After 0, Double spaced

When finished adding these formatting instructions, press OK, and your Table of Contents should appear on the Table of Contents page.

4. Update Your Table of Contents with New Material

As you write more or make changes to your document, you will need to update your Table of Contents. To do this, right click on one of the entries in the Table of Contents, then click Update Field. Choose "Update Entire Table," and then press OK. As long as all of your

Remember:

Make sure that your Abstract, List of Figures, and List of Tables headings have Heading 1