



UNIVERSITY OF CENTRAL FLORIDA
BURNETT HONORS COLLEGE

Steps and directions are adapted from the UCF College of Graduate Studies' Microsoft Word Formatting Modules.

Step 4: Table of Contents

This PDF explains Step 4 of the step-by-step instructions that will help you correctly format your ETD to meet UCF formatting requirements.

UCF requires that all items in the TOC, LIST OF TABLES, and LIST OF FIGURES have internal (clickable) links within the PDF (i.e. click on an item and go to that page).

Step 4 shows you how to create an interactive TABLE OF CONTENTS (TOC).

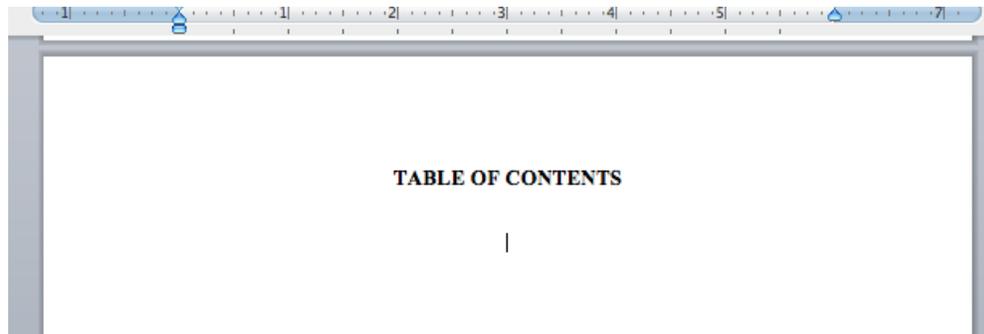
To create an interactive TOC, you must have used Word styles to format all headings and subheadings throughout the document. If you have not yet implemented styles, see the Step 2: Headings and Subheadings help file before continuing here.

If you have already created a working TOC, scroll down to learn how to update a TOC, or how to eliminate title duplication within the TOC.

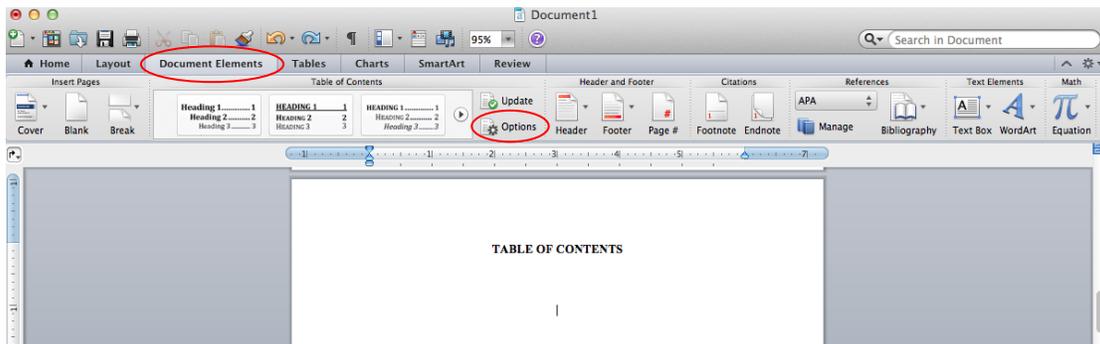
Creating a TABLE OF CONTENTS

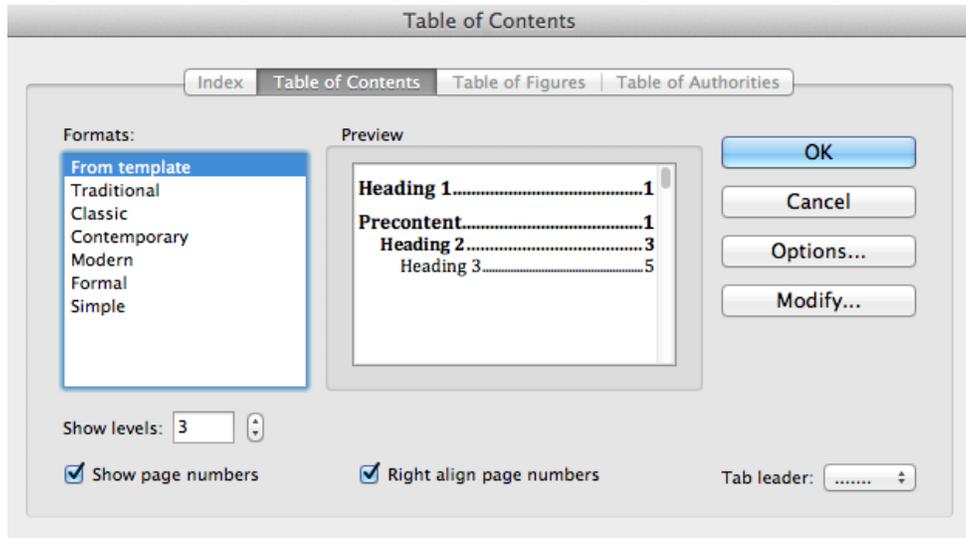
As you will generate the TABLE OF CONTENTS from heading styles, verify that all headings and subheadings have the particular heading style you intended.

- Find your blank TABLE OF CONTENTS page. Place your cursor one space below your TABLE OF CONTENTS heading.

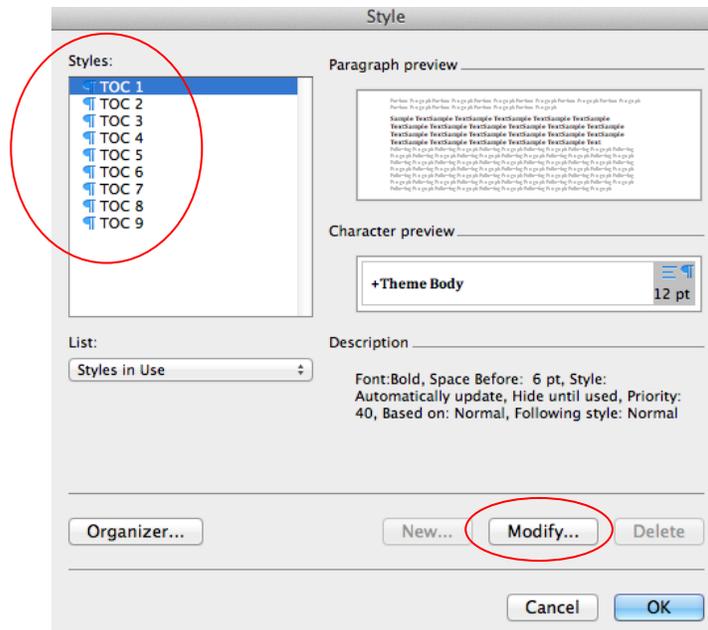


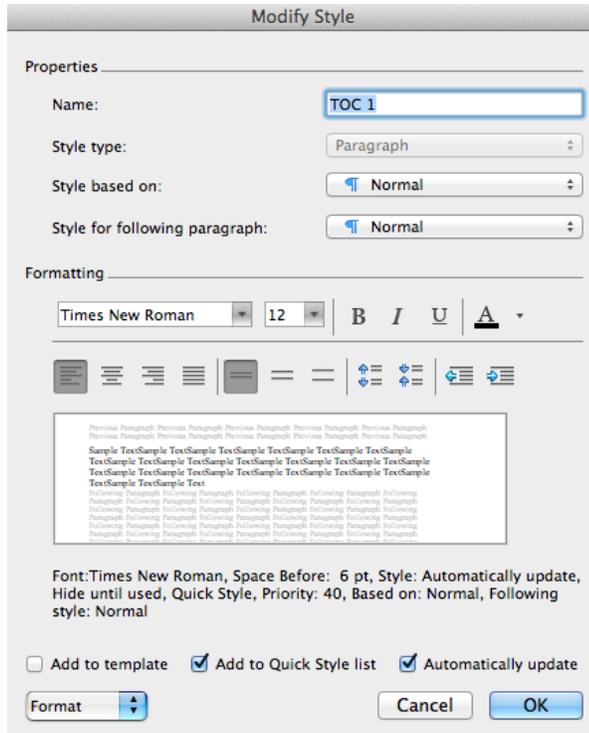
- Find the **Document Elements** tab.
- In the middle of the ribbon, you will see a section labeled “Table of Contents” with a few visual examples. Click on the icon that says “Options”. A Table of Contents menu will appear.





- Choose “From Template” and check the boxes for “Show page numbers” and “Right align page numbers”. Make sure that the Tab leader shows dots (.....). You can also adjust how many levels the TOC shows. You have to include all major headings (Heading 1) and all first-level subheadings (Heading 2). Anything beyond that is personal choice.
- Click on “Modify...”. The following menu will appear:

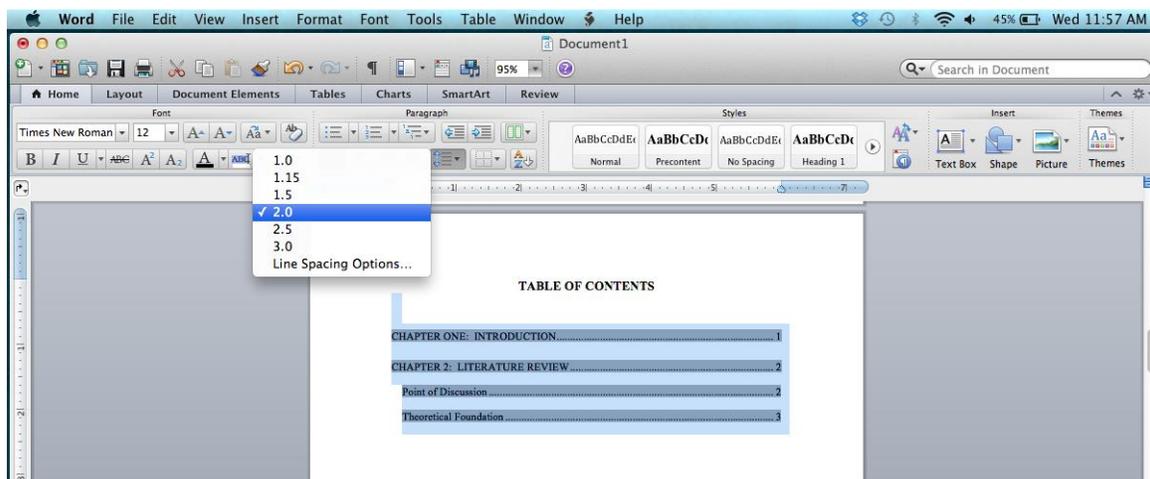
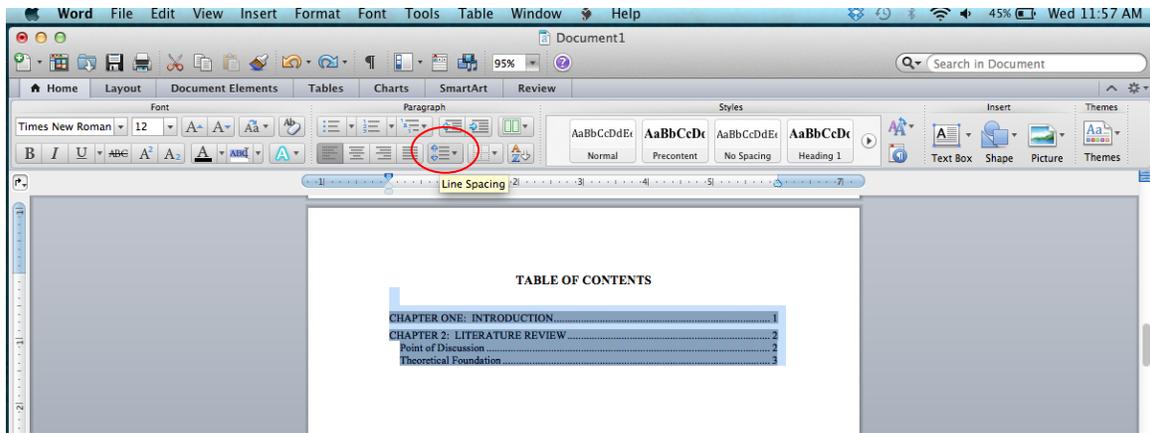




- From this menu, click on “Modify...”. The menu that appears will allow you to change the font and font styles of the Table of Contents levels. Start with modifying the style for TOC 1. Then modify the styles for TOC 2 through TOC 5 to be the same as TOC 1. When you are finished, click “OK” on all menus. Your Table of Contents should then generate on your page.

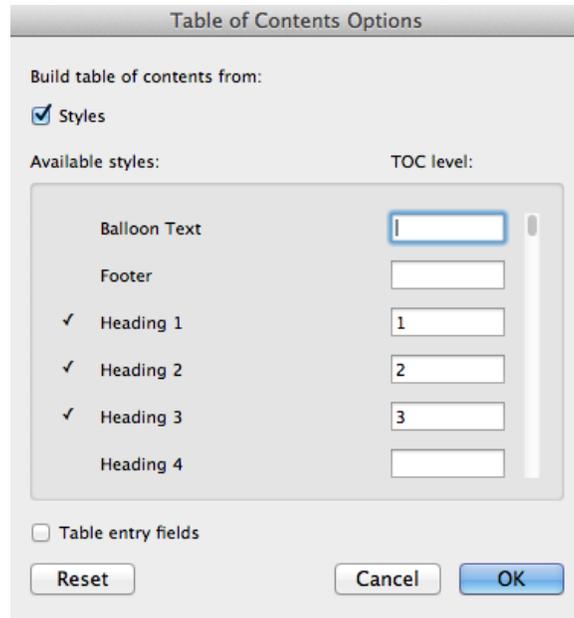
TABLE OF CONTENTS	
CHAPTER ONE: INTRODUCTION.....	1
CHAPTER 2: LITERATURE REVIEW	2
Point of Discussion	2
Theoretical Foundation	3

- Double-space your Table of Contents by highlighting the entire table. Go to the “Home” menu and click the “Line Spacing” icon. From the menu that appears, select 2.0.



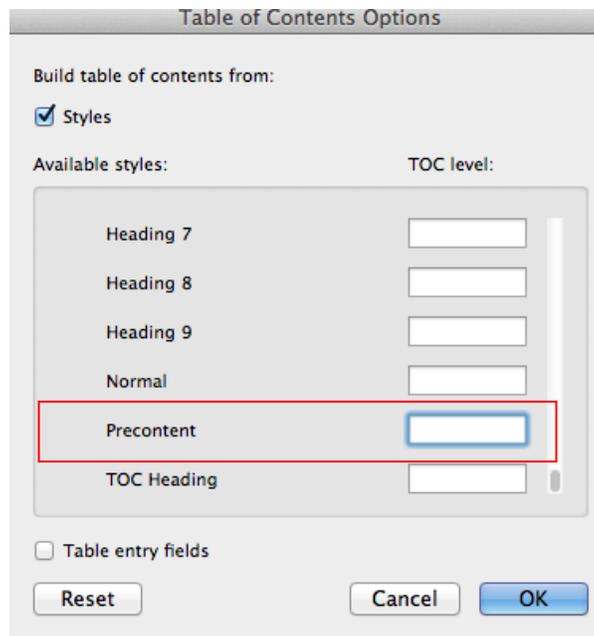
Your TABLE OF CONTENTS should not include your Precontent. If it does, the TABLE OF CONTENTS will be listed in your TABLE OF CONTENTS. To remove it:

- Click on the button labeled **Options** to bring up the Table of Contents menu. From there, click on "Options..."
- Another menu will appear. At least Heading 1, 2 and 3 should have the numbers 1, 2 and 3 associated respectively:



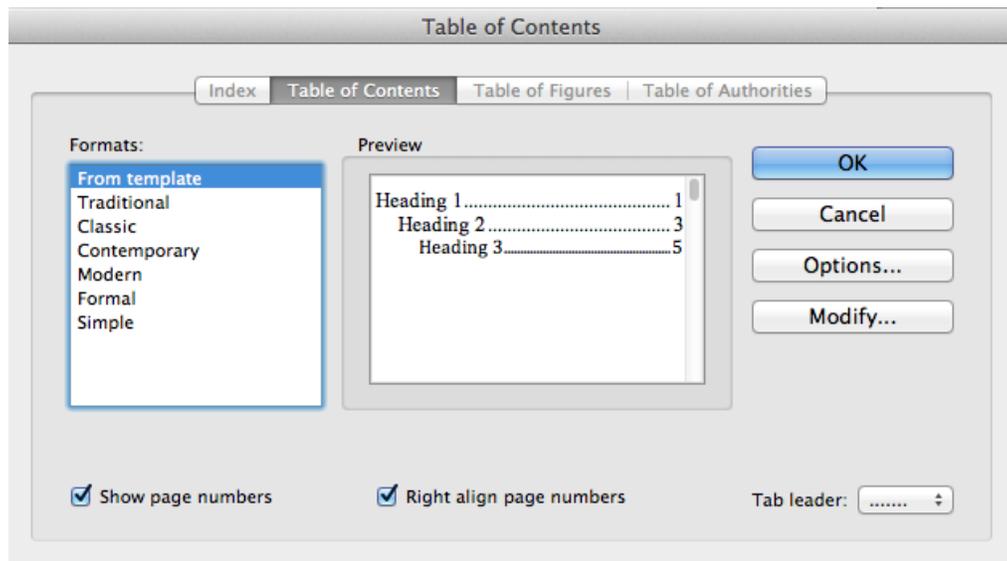
Scroll down until you see “Precontent.”

- Highlight the number “1” associated with Precontent, and then hit Backspace on your keyboard to remove the number.



- Then hit **OK**.

The menu shown before should now look like this, without Precontent listed as a heading:



- Hit **OK** again.

The menu will disappear and the TABLE OF CONTENTS will be generated on the page. Should you need to update the list (you've added sections or moved something), follow the next set of directions below.

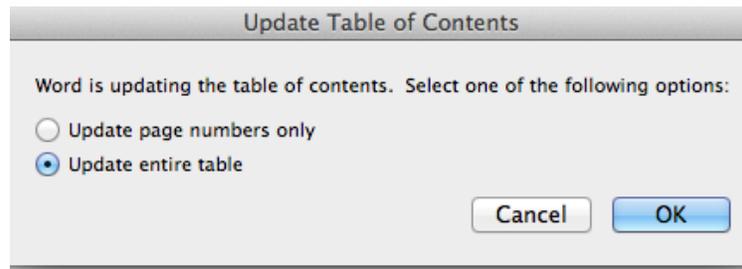
If no updates are needed, then you're done with creating the TABLE OF CONTENTS.

PLEASE NOTE: If you see mistakes (misspellings, spacing problems) for items in your TABLE OF CONTENTS, **don't** type the corrections into the TABLE OF CONTENTS directly. This can cause your links to work incorrectly in the final PDF. Instead, go to that heading in your document and make the corrections to the actual heading and update the TABLE OF CONTENTS to reflect the changes.

Updating the TABLE OF CONTENTS

To update your Table of Contents, go to the **Document Elements** tab and look for the "Update" tab under Table of Contents.

The following menu will appear:



- Choose “Update entire table” and click “OK”.

The TABLE OF CONTENTS should update.

Correcting TABLE OF CONTENTS Errors

Bookmark Not Defined

If you see one or more of your page numbers in the TABLE OF CONTENTS replaced with the message “**Error! Bookmark not defined**” you will need to update the TABLE OF CONTENTS. See instructions above.

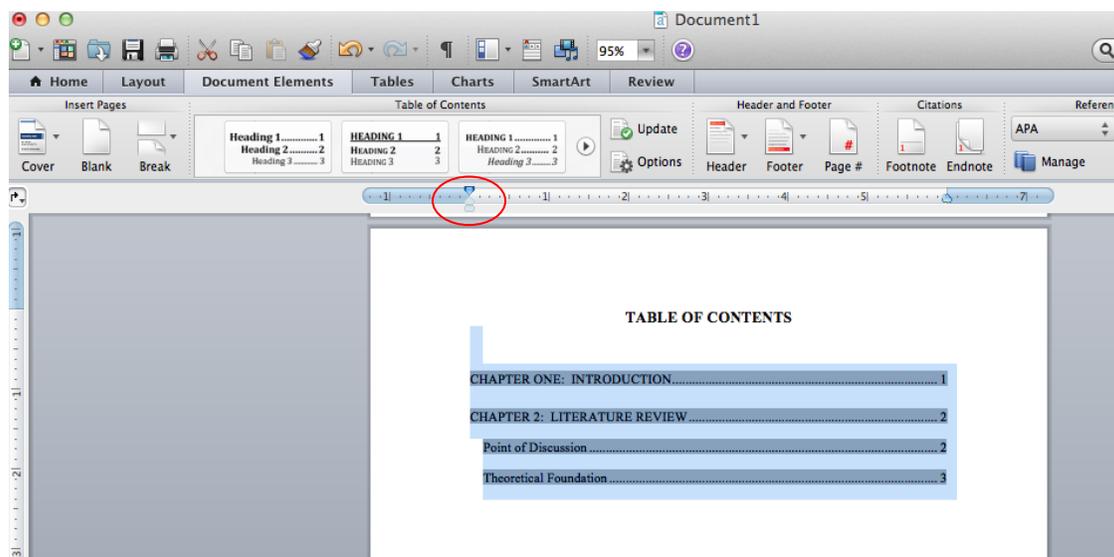
If the error persists, go to that particular Heading, clear formatting, and reapply the heading style.

Incorrect Margins

Usually, this is the result of modifying the “Normal” style. There are two ways to fix the problem, one temporary and one permanent.

Temporary fix:

- Highlight the TABLE OF CONTENTS.
- Click on the upper triangle (indentation marker) in the ruler.



When you click on the triangle, a dotted line will appear on the page.

- Drag the mouse back to the left margin, then let go of the mouse.

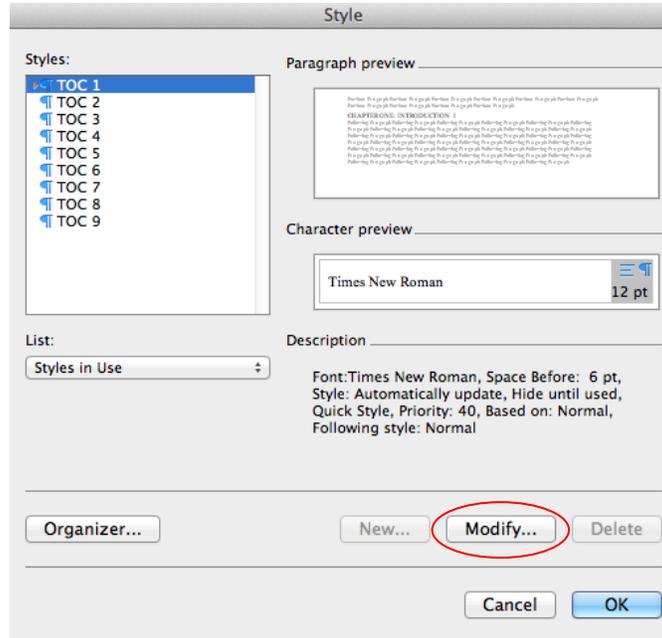
The TABLE OF CONTENTS will have shifted. If you need to re-insert the TABLE OF CONTENTS, this margin fix will not stay in place. You will have to follow the temporary fix again OR make a permanent fix to the TABLE OF CONTENTS.

Permanent fix:

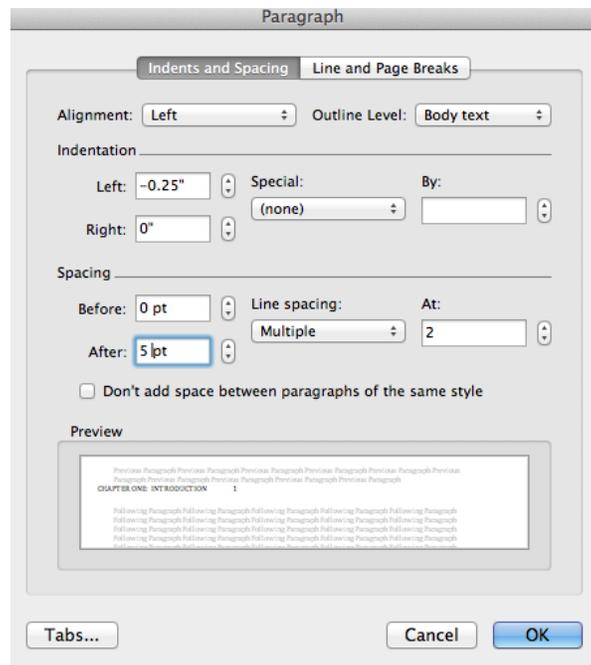
- Place your cursor at the first entry in the TABLE OF CONTENTS.
- Go back to the same screen where you previously modified the font styles for the Table of Contents (**Document Elements>Table of Contents>Options**). From the menu that appears, click “Modify...”

A Style menu will appear. This is where you will permanently modify the indentation of the TABLE OF CONTENTS.

- Click on the button labeled “Modify” in this menu. On the next menu box that appears, click on the “Format” button in the lower left corner, then select “Paragraph” from the drop-down menu:



Another menu will appear.



- Under “Special,” choose “(none).”
- Hit **OK** to clear the Paragraph menu.
- Hit **OK** again to clear the Modify Style menu.

You will not only need to modify the first level of the TABLE OF CONTENTS, but all levels that have corresponding Headings. If you have used up to Heading 5 in your document, you must go back and modify paragraphs for TOC 2, TOC 3, TOC 4, and TOC 5.

- Click on TOC2.
- Click on Modify.

A new Modify Style menu will appear. As before, go to “Format” and select “Paragraph.”

- Under “Special,” choose “(none).”
- Hit **OK** to clear the Paragraph menu.
- Hit **OK** again to clear the Modify Style menu.

Do the same for TOC 3 (and TOC 4 and 5 if you use those Headings).

- When finished, Hit **OK** to clear all remaining menus.
- Word will ask “Do you want to replace the selected table of contents?” Click **OK** to create a new TABLE OF CONTENTS.

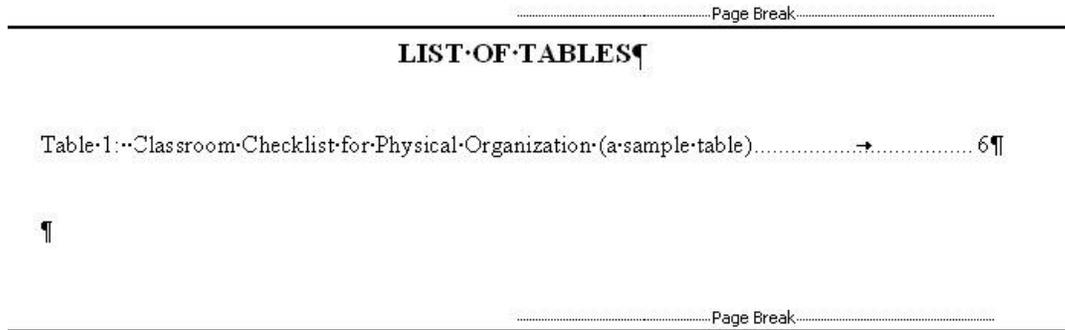
Should you need to recreate the TABLE OF CONTENTS again, you will not have to reset the margins.

Removing TABLE OF CONTENTS Item Duplication

Sometimes early headings (especially LIST OF TABLES or LIST OF FIGURES) can appear twice in the TABLE OF CONTENTS. Both links may be active, but the TOC should only contain one entry.

DO NOT highlight the line and hit Backspace or Delete – this can cause you to lose the links during conversion. Instead, follow these steps.

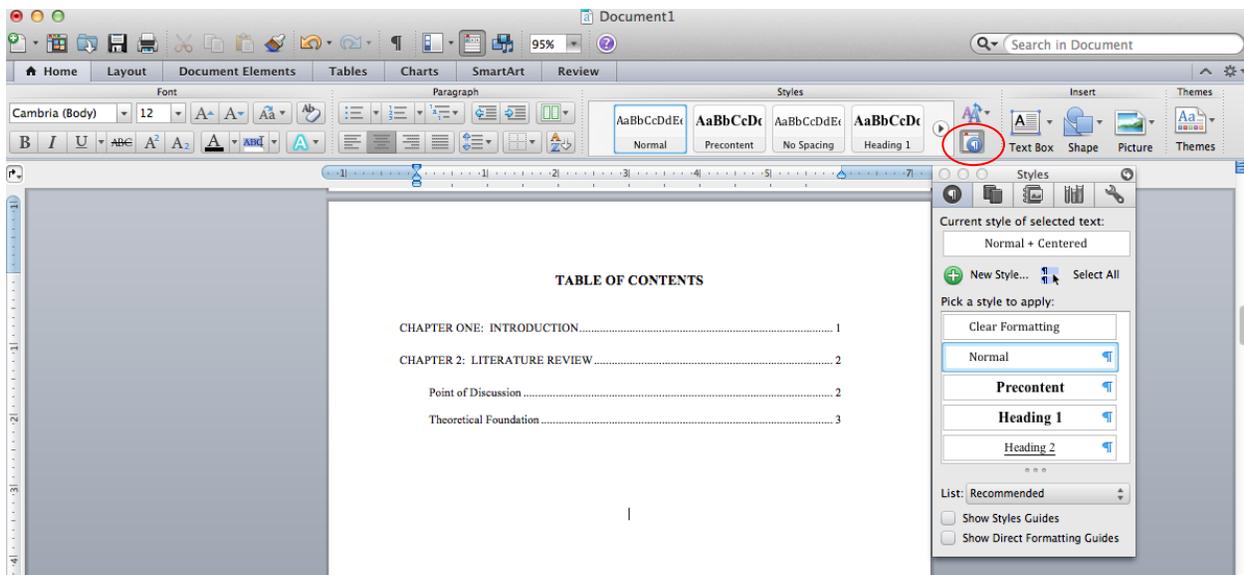
- Find the first duplicated title in the document. For example, if your LIST OF TABLES appears twice, go to the LIST OF TABLES page.



In this example, the page break is close to the words “LIST OF TABLES” without any hard returns between. The proximity of the two items makes Word think that the page break is simply part of the words “LIST OF TABLES,” so it marks (what it sees) as a heading entry on two pages. This is why the duplication occurs.

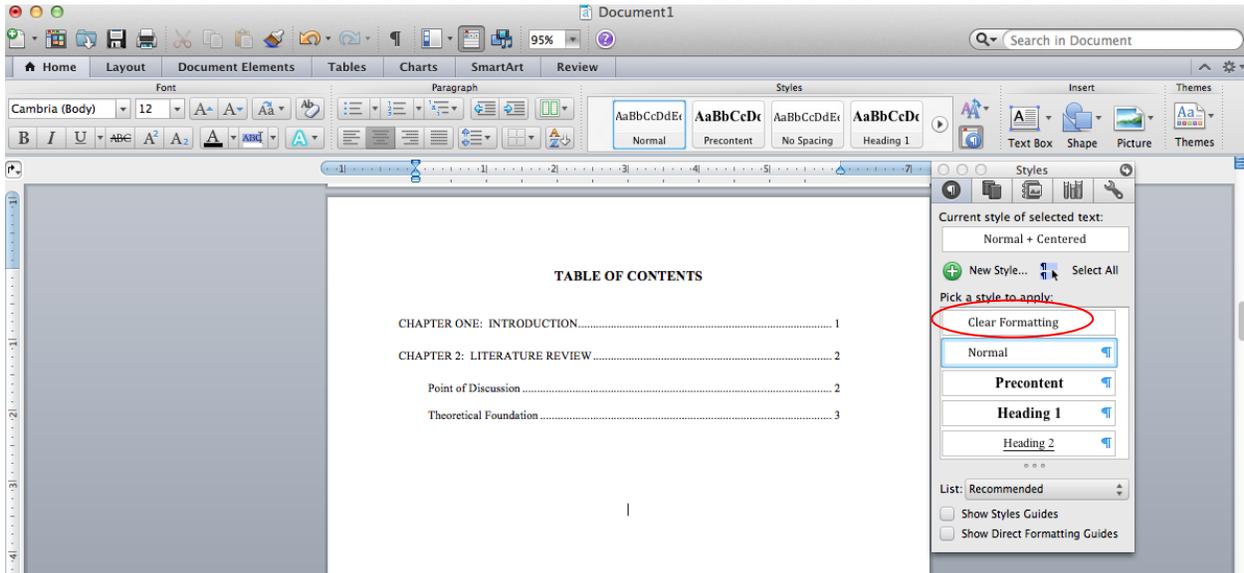
- Place your cursor before the word “List” and hit Enter. Another paragraph mark will appear above.

In the Home tab, you will see a section of the ribbon called “Styles.” In the lower right-hand corner of this section you will see a little diagonal arrow. Click on the arrow to bring up the Styles menu.



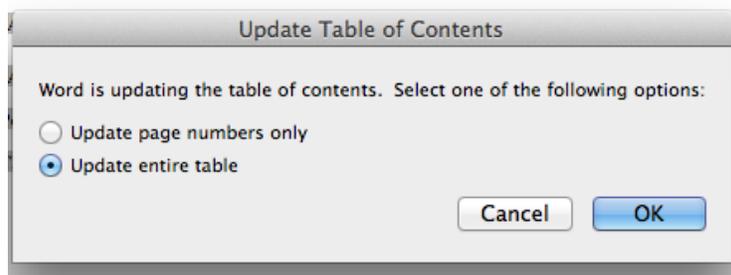
You will see a list of all of the styles that have been used in the document so far.

- Find “Clear All” at the top of the list and click on it. The paragraph mark should become much smaller and left-aligned, and the page break should now stretch all the way across the previous page.



Now, all that remains to be done is to update the TABLE OF CONTENTS.

- Scroll back to the TABLE OF CONTENTS.
- Highlight the TABLE OF CONTENTS.
- Locate the Update option, and select “Update Entire Table”.



The TABLE OF CONTENTS should reflect only one title. If you have a second duplication, follow the same steps again.

You are now ready for
[Step 5: Figures and Tables](#)