Creating a Table of Contents in Microsoft Word 2013

Sections and Pagination in Long Documents

When creating a long document like a dissertation, which requires specific formatting for pagination, there are tools to be aware of in formatting the document before inserting the page numbers.

Sectioning

If the document requires multiple formatting of page numbers within the document, first section the document in the following manner.

1. Locate the end of the page that will constitute the end of the first section. Click at the end of the text of that section.
2. In the Page Layout tab, click on the Breaks tool in the Page Setup group.
3. Select Next Page under Section Breaks. This will insert a section break starting with the next page.
4. Do this for every section that requires separate formatting of page numbers.

5. Next, click on the Header or Footer tool in the Insert tab and select Edit Header or Edit Footer to see the formatting of those areas. Note that the contextual tab for Header & Footer Tools will then be accessible while viewing the headers and footers.
6. You will see a notation in the header and/or footer boxes called **Same as Previous**. Click inside the header or footer box and click on the icon **Link to Previous** in the Navigation group of the Header and Footer Tools tab to disable it.

7. Do the same in every section created. This will enable the formatting of the headers and footers in each section to be unique and separate.

8. You can set the first page of a section to not show a page number. To do this, you check the box **Different First Page** in the Options group.

---

**Paging**

1. Select **Page Number** tool from the Header & Footer group within the Insert tab and select **Format Page Numbers**.

2. The format window will allow you to select the format of the page numbers and how you need the numbers to start.

3. Click **OK** to finish.

4. You are now ready to insert the page numbers. Click anywhere in the first page of the section to insert the numbers.
Next click on the **Page Numbers** tool from the **Header & Footer** group and select a location to place to insert the page number. Word gives you choices of preformatted styles for the inserted page numbers. Select one to insert the number.

5. Do the same in every section to page the section accordingly. In this way the page formatting of each section remains separate and unlinked to other sections.

**Table of Contents**

Getting Started

Using the Table of Contents tool enables you to mark pre-written text headings in your document and then insert a table based on that selection. It is best to add this feature after your document has been created and edited, but it is possible to go back and make revisions and then update the table.

**Styles**

The **Styles** group is found in the **Home** tab of the **Ribbon**. The **Styles** gallery contains preformatted styles but for this type of formatting we will need the **Styles** palette, which is displayed by clicking on the link for that palette in the lower right hand side of the **Styles** group. They are predefined paragraph formats to apply to headings and document layouts. You can also create your own paragraph style.
Once your document is created and the page numbers inserted, you will use the **Styles** palette to designate specific headings for the different sections in your document.

1. Open your document.
2. Highlight the text that designates a heading 1.
3. Go to the **Styles** window and select **Heading 1**.
4. Click on the link for the **dropdown menu** for the Style options and select **Modify**.

5. Change the **Font** style, **Size**, and whether you want it **Bold**, **Italicized**, or **Underlined**. Click **OK** to finish. **Note:** The preformatted styles may not match your needs for a heading. Often the preformatted styles have extra spacing that can affect your entire document. You may change this by going to Modify Style and then Paragraph in the drop down **Format** menu.
6. Your selected heading now reflects the modified formatting.
7. Repeat steps 2-5 for your subsequent headings. Remember that each heading style (**Heading 1**, **Heading 2**) represent levels of organization of the document.

**To create a new heading without changing the pre-set Headings 1, 2, & 3:**

1. Highlight the text and select the desired heading style.
2. Click on the link at the bottom of the **Styles** palette for **New Style**.
3. Type in a name for the new style (i.e., Main Heading) in the **Name** field. Select **Normal** in the dropdown menu for **Style for Following Paragraph**. Make the desired changes in formatting for the style and click **OK**.
4. In the **Styles Palette**, select your newly created style for the heading. Repeat this process for subsequent headings.

**NOTE:** Modifying or creating a new style is only available in the current document.
To make a style available in all new documents:

1. Open the document where the style is currently available.
2. Click on the option at the bottom of the Styles palette for Manage Styles.
3. In the Edit tab select the style you would like to make available. At the bottom of the dialog box click select New documents based on the template to copy the style to the current template. If you had started from a blank document, then the style would be copied to the Normal template, making it available to all new documents.
4. Click OK to close the dialog box.

Inserting the Table of Contents

Once you have highlighted and changed all of your primary headings by using the Style palette, you are ready to create your Tables of Contents.

1. Place the cursor in the document where you would like the Table of Contents to appear.
2. Go to the References tab and click on the Table of Contents tool in the Table of Contents group.
3. You can select one of the automatic preformatted table styles from the gallery listing.
4. You can access additional options by selecting Custom Table of Contents... at the bottom of the menu.
5. Choose any of the following pre-set styles from the Formats menu: Classic, Distinctive, Fancy, Modern, Formal, or Simple. (A sample of what it would look like will appear in the preview boxes above).

6. Click OK to insert the table.

The Table of Contents should appear wherever you placed your cursor. Simply add a title “Table of Contents” above the list. Note that the automatic preformatted tables have a title included. You used a pre-set style to create your Table of Contents, but you can also create your own.

To create your own style of the Table of Contents:

1. Place the cursor in the document where you would like the Table of Contents to appear.

2. Go to the References tab and click on the Table of Contents tool in the Table of Contents group and select Custom Table of Contents...

3. In the Formats dropdown menu choose From Template.

4. Click the Modify button.

5. Under the Styles section, there is a list of TOC’s (table of contents). Depending on the amount of HEADINGS you personalized in your document, you can change how they would appear in the Table of Contents.

6. Click on each TOC to see the heading formatting of font, size, and location.

7. Click the Modify button to do basic modifications to the heading.
8. In the Modify Style window adjust the formatting of text for the table of content requirements for the document. In addition, click on the **Format** pull down menu to do extensive changes to the font, paragraph, tabs, borders, . . . . Click **OK** to save the changes.

9. Click **OK** to save the changes in the Modify Style window.

10. Do this for each one of your headings.

11. Click **OK** in the **Styles** window to save all of the headings changes.

12. Click **OK** in the **Table of Contents** window to apply the modified table. The Table of Contents should appear, according to your personalized settings.

**Adjustments to the Table of Contents**

You can do some final adjustments to the look and feel of the table by adding extra text, spaces or lines. If you make changes, add content or subchapters in the body of the document, you can update the table. Right click on your table, and select **Update Field**. Note: You can either select **Update Page Numbers Only** or **Update Entire Table**. Selecting Update Numbers allows you to only update the pagination, where as the **Update Entire Table** updates your heading settings. Remember that if you make some adjustments to the formatting, updating the entire table will return the formatting to the original inserted table.