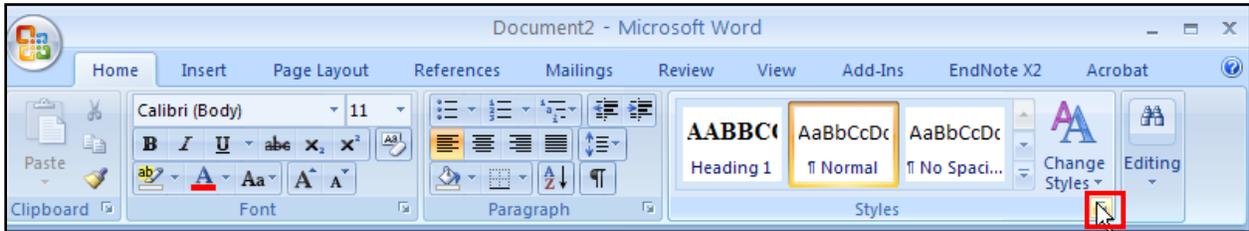


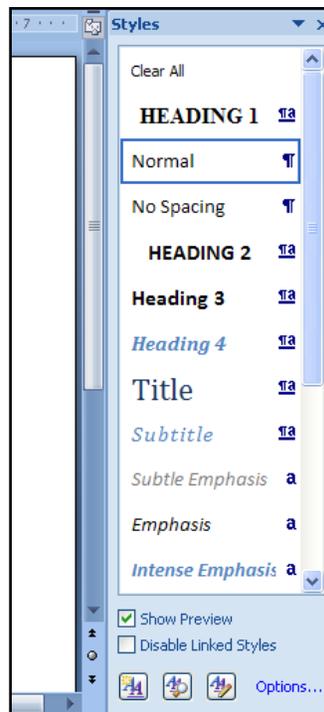
How to apply and modify heading styles in a Microsoft Word 2007 document and generate a table of contents

How to Apply Styles to Levels of Headings

1. Click on the drop down area next to the 'Styles' section on the 'Home' ribbon.

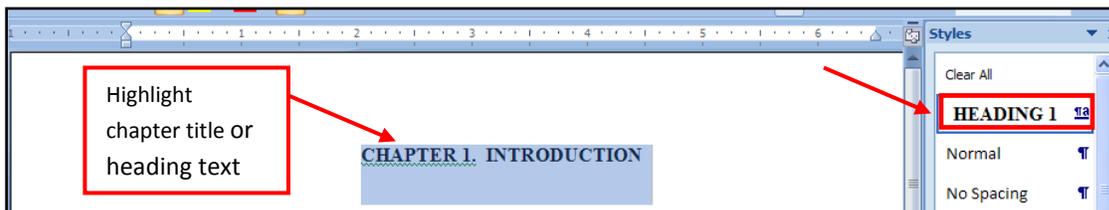


2. After you click the drop down arrow on the Styles section of the ribbon, the bar shown below will appear on the right next to your page.



3. To APPLY a heading level style to text

- first highlight the text you wish to be styled (i.e., a chapter title will be 'styled' with 'Heading 1' style)
- click on 'Heading 1' in the Styles selection box, as shown below.

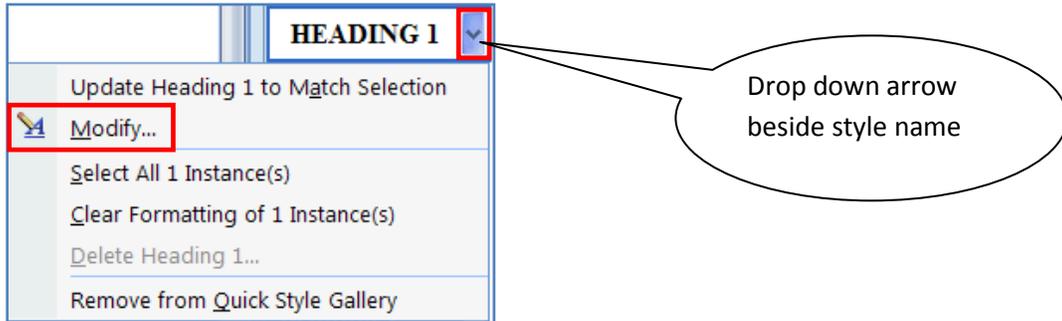


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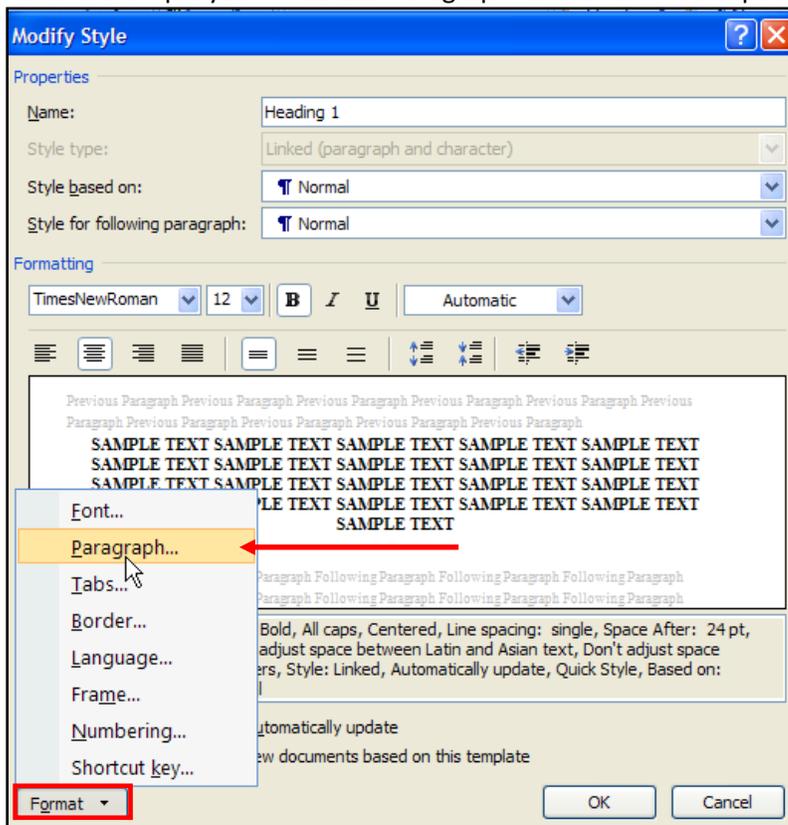
- Digital style levels are formatted; you may want to modify the format. I use Heading 1 as the chapter title heading and here is an example of how to modify the style to match my model.

Here's how to format Heading 1:

- click the heading on the Styles list,
- click the drop down arrow beside the style name
- click 'Modify'



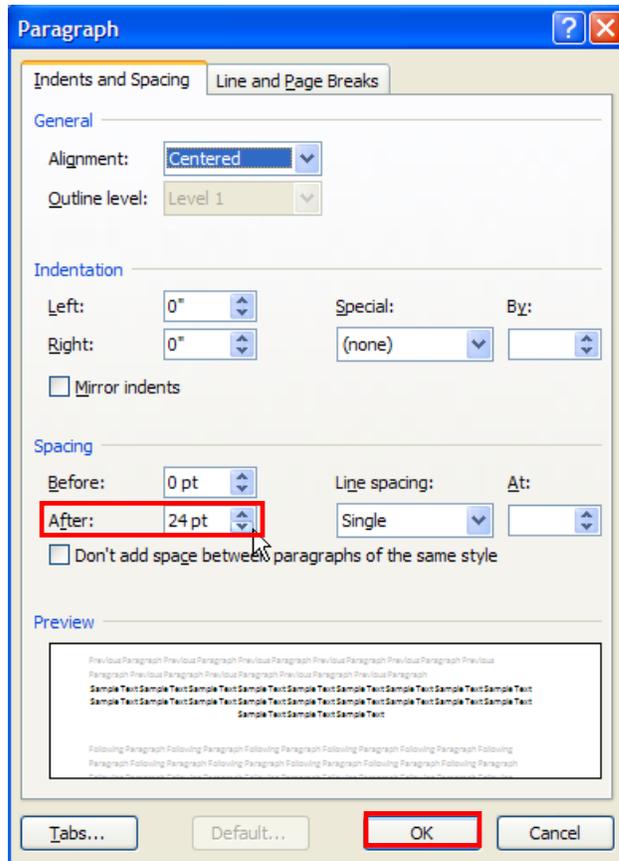
- The Modify Style dialog box will pop up; here you can change settings.
 - Click the 'Format' link in the bottom left corner to change other settings (notice that a selection box appears when the 'Format' link is pushed).
 - For this example you will select 'Paragraph' to set how much space should follow the heading.



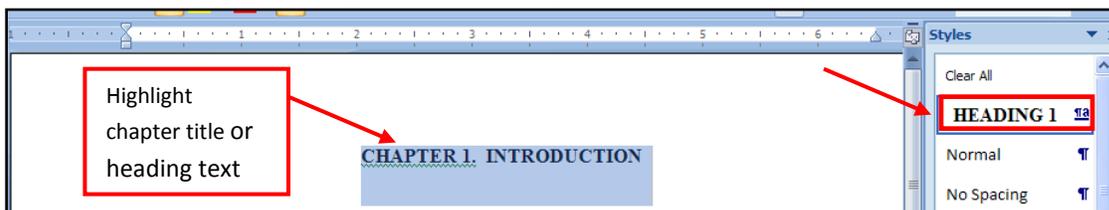
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- The 'Paragraph' settings box will open. To insert 24 points of space after all **'HEADING 1'** styled chapter headings (in my model, **Heading 1** is actually used for the **chapter titles**)
 - in the 'Spacing' section of the box type in '24 pt' in the 'After' box
 - click OK

Your chapter titles will now ALWAYS be followed by 2 rows (24 points) of space.



- To APPLY a heading level style to text
 - first highlight the text you wish to be styled (i.e., a chapter title will be 'styled' with 'Heading 1' style)
 - click 'Heading 1' in the Styles selection box, as shown below



How to apply and modify heading styles in a Microsoft Word 2007 document and generate a table of contents

A SUGGESTED FORMAT FOR LEVELS OF HEADING BY APPLYING 'STYLES' IN WORD 2007

Characteristics first; then an example

- Heading 1 (Chapter title): All Caps*, Bold, Centered, formatted to be followed by 24 pts space.
- Heading 2 (First level heads): All Caps*, Bold, Centered. These are always preceded by 2 rows of space, whether they follow a chapter title or text in the body of the document.
- Heading 3 (Second level heads): Initial Caps (all words except prepositions and articles), Bold, Centered. (always preceded by 2 rows of space in the body of the paper).
- Heading 4 (Third level heads): Initial Caps (all words but prepositions and articles), not bolded, left justified. May be preceded by 2 spaces, or 1, *just be consistent*.
- Heading 5 (fourth level heads): Sentence caps (only first words and names), left justified, not bolded. (preceded by only one space)
- Heading 6 (fifth level heads): Indented 5 spaces, sentence caps (only first words and proper nouns), left justified, not bolded (preceded by only one space).

*NOTE: When typing a level of heading that is to be all caps, ensure that the letters are typed as all caps; i.e., if you apply a style that will convert lower case letters into all caps, you must ensure that the letters were originally TYPED as all caps in order for them to display as caps in the automatically generated Table of Contents.

CHAPTER 1

FIRST LEVEL HEAD

Text text text text jkakldjfld;ksjfl;aksdjfl;ksdjflsdkjflskdjfl;sdkjflsd kjflsdkjf
sldk;jfsdlkjflsdkjflskdjflksd

Second Level Head

Text text text text jkakldjfld;ksjfl;aksdjfl;ksdjflsdkjflskdjfl;sdkjflsd kjflsdkjf
sldk;jfsdlkjflsdkjflskdjflksd

Third Level Head

Text text text text jkakldjfld;ksjfl;aksdjfl;ksdjflsdkjflskdjfl;sdkjflsd kjflsdkjf
sldk;jfsdlkjflsdkjflskdjflksd

Fourth level head

Text text text text jkakldjfld;ksjfl;aksdjfl;ksdjflsdkjflskdjfl;sdkjflsd kjflsdkjf
sldk;jfsdlkjflsdkjflskdjflksd

Fifth level head. Text text text that wraps back to left margin

How to apply and modify heading styles in a Microsoft Word 2007 document and generate a table of contents

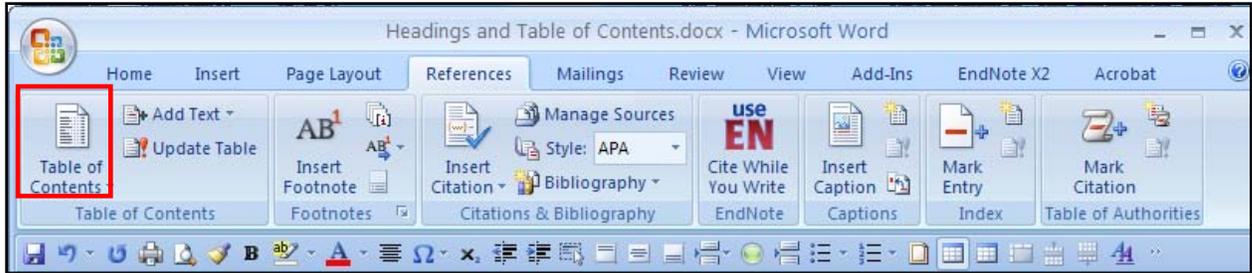
NOTES

- No periods after First –Fourth level heads.
- Always leave only one row of space after any level of heading and before *the text that follows it*.
- Model above shows required UTHSC dissertation spacing around levels of heads: 2 spaces before levels 1, 2, 3; 1 space before levels 4, 5; only one row of space follows a heading between it and text.
- For a dissertation, these must all be 12 pt. I recommend all text be Times New Roman.

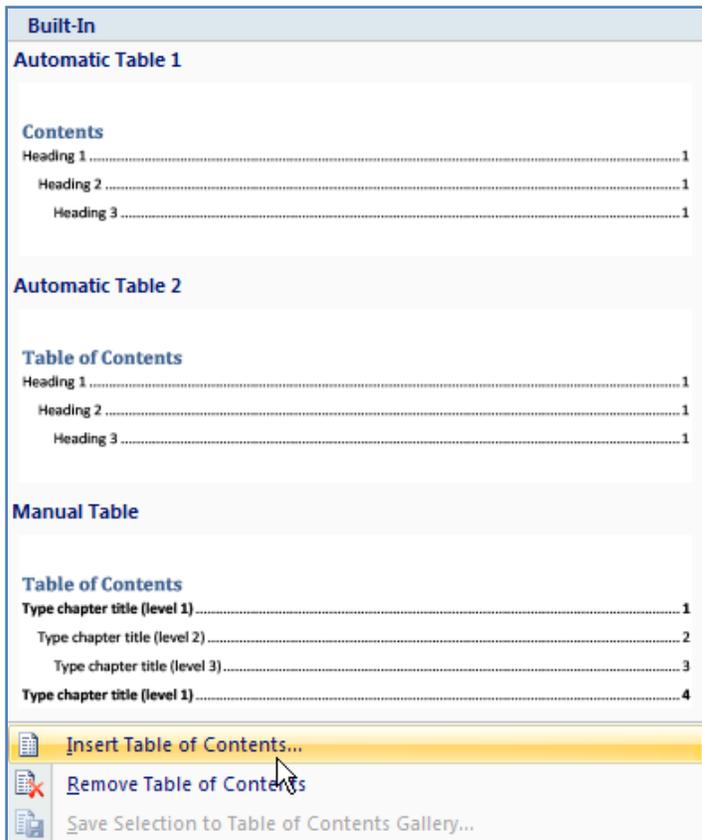
How to apply and modify heading styles in a Microsoft Word 2007 document and generate a table of contents

How to Generate a Table of Contents (TOC)

1. You must have applied styles to your heading levels from the instructions above.
2. Make a blank page where you want the table of contents to be, make a heading: TABLE OF CONTENTS—centered, all caps, bold, followed by 2 rows of space. Place cursor on third row of space.
3. On the 'References' tab, click 'Table of Contents' icon on the TOC section of the ribbon

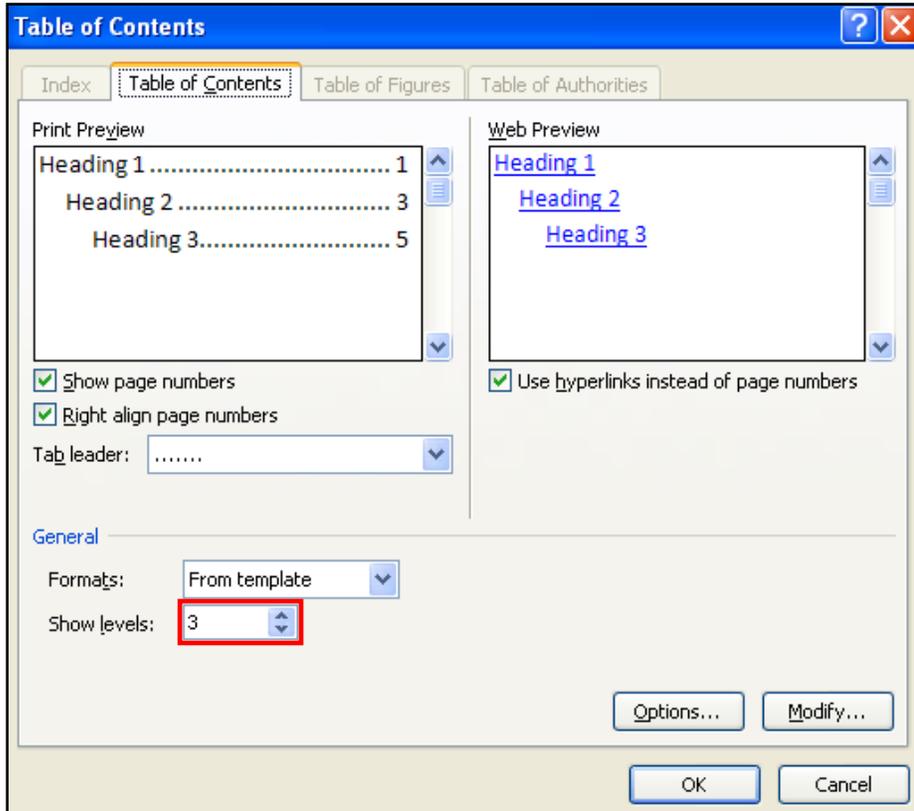


4. This box will pop up; click the 'Insert Table of Contents' link at the bottom.



How to apply and modify heading styles in a Microsoft Word 2007 document and generate a table of contents

5. The following box shows how the TOC will look.
 - Be sure to change the 'Show levels' value to however many levels you have in your document
 - CLICK OK
 - BE SURE YOUR CURSOR IS WHERE YOU WANT THE TABLE OF CONTENTS TO BEA TOC will generate in your document.



NOTES:

After your table of contents is generated, you can see where you might have problems. If a whole lot of text comes up beneath some heading level in your table of contents, it's because you've *accidentally applied a heading style to more than just the heading*. To correct, highlight all that text after the heading (in the body of the document) and apply 'Normal' style to it.

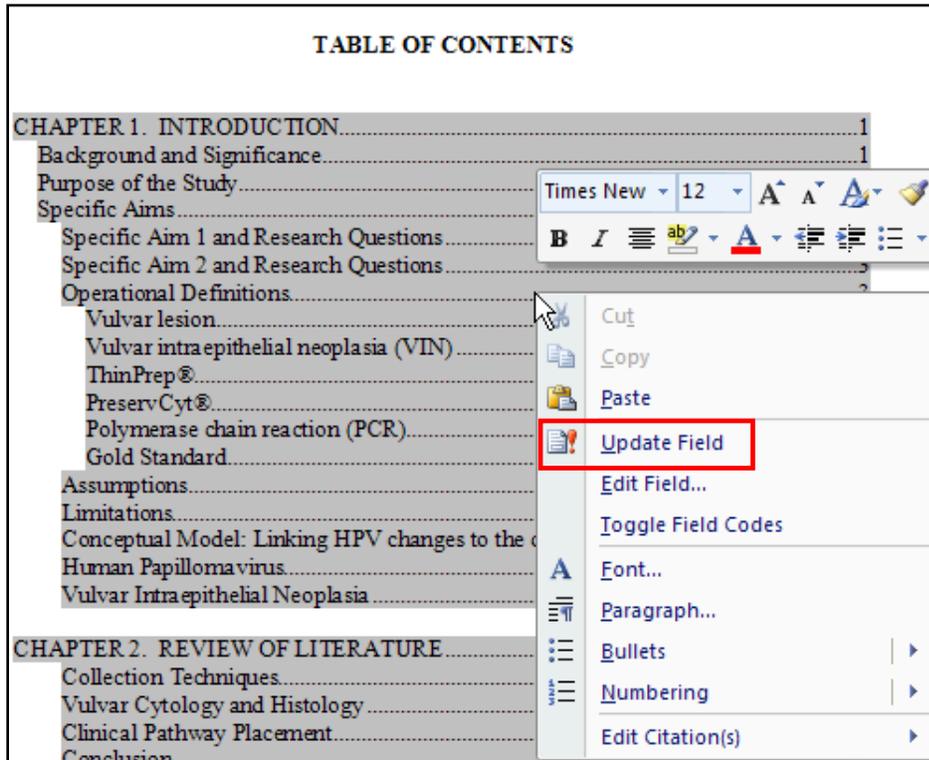
See following page for instructions on how to regenerate a table of contents when revisions have been made to a paper. You can easily update your page numbers this way.

How to apply and modify heading styles in a Microsoft Word 2007 document and generate a table of contents

REGENERATE A TABLE OF CONTENTS

You can regenerate a table of contents that you've already made after you make corrections to heading levels. This will automatically regenerate your page numbers and correct for removed or added levels of heading that weren't there when you originally generated the table.

1. Right click inside your table of contents and then click 'Update Field.'



- b. In the box that appears, click 'Update Entire Table.' If this box doesn't show up when you right click, do it again.

NOTE: When the table regenerates, your spaces between rows will be gone. You should have it single-spaced, with one row of space (you must manually insert) before each chapter title.

