Generating a Table of Contents Using Styles

In order for Word to automatically generate a table of contents, the document must be set up using Styles. Scan the document to be certain all titles and subtitles (or subject sections) are easily identified with a Style.

Step 1:

Insert a page in the document where you want the Table of Contents (TOC) to display. [Insert tab, Pages group, Blank page]

NOTE: For an Electronic Thesis or Dissertation, a TOC is required. Place it in the Preliminary material and number with small Roman numerals.

Step 2:

Next, from the References tab, select the Table of Contents icon. From the menu, select Insert Table of Contents to build a custom TOC.

Selecting the Insert Table of Contents option will let you customize your TOC and choose the “styles” to be used in the TOC and its hierarchy.
Step 3:

From the Table of Contents dialog box, select the Options button to choose the styles to be used in the TOC and their hierarchy.

From the Table of Contents Options dialog box, a list of every style used in the document is displayed. Items with a check mark and a numeric value indicate the style is selected and shows its hierarchy level.

By default Heading 1, Heading 2, and Heading 3 are pre-selected. If you didn’t use the default H1, H2, or H3 styles in your document, then delete the numeric value for the TOC level.

If you created custom headings, then find them in the list and assign them a numeric value, hierarchy level, in the TOC level.

Select the OK button when finished.
**Update an existing Table of Contents**
If changes are made to titles, sections or headings and/or the page numbering is adjusted, update the existing Table of Contents to reflect those changes by:

- Place the cursor anywhere in the Table of Contents
- Press the F9 key
- Select the option to update the entire Table of Contents

**Tip:** The Table of Contents can also be updated by selecting the Update Table icon.

**Tip:** Remove the Table of Contents by selecting the **Remove** button from the **Table of Contents** drop down menu.

**Tip:** Electronic Theses and Dissertations must have the heading “TABLE OF CONTENTS” in all capital letters, centered one inch from the top of the page, with two blank lines following the heading. Consult the Graduate School Thesis and Dissertation Formatting Guide for all the requirements. [http://graduateschool.colostate.edu/](http://graduateschool.colostate.edu/)