

GENERATING AUTOMATIC LISTS

Automatic Table of Contents

This handout will instruct you on how to insert an automatically generated Table of Contents and List of Figures/Tables into your thesis or dissertation. The Thesis Office recommends that you finalize your content before inserting the Table of Contents and making the formatting changes. Once you have finished writing and are ready to create an automatic Table of Contents:

- 1. Go to the blank Table of Contents page.
- 2. Place your cursor below the page heading.
- 3. Go to the References tab/ribbon.
- 4. Click Table of Contents.

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Table of Contents	Add Text - Update Table	AB ¹ Insert Endnote AB ¹ Next Footnote + Footnote - Footnotes	→ Manage Sources → Style: APA Fiftl × Insert Citation + → Bibliography * Citations & Bibliography	Insert Table of Figures Update Table Caption Cross-reference Captions	Mark Entry Index	Mark Citation Table of Authorities	

5. Select insert table of contents.

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OFFICE OF GRADUATE STUDIES



Thesis Office

6. You will need to decide how many levels of headings you would like to include in your table of contents. You must include a **minimum of 2** levels (Major Headings and First Level Subheadings), and you may include as many levels as you like. Word will include 3 levels as a default, so you may wish to change the number of levels included. Under the General heading in this box, click the up or down arrows to select the number of levels.

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MAJ(Fir: He Show	DR HEADING st Level Subhead ading 2 page numbers	ing3 3	MAJOR HEADING <u>First Level Subheading</u> <u>Heading 2</u> V Use hyperlinks instead of page	numbers
Ta <u>b</u> lead	er:			
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8-1 -			Options	Modify

7. Click ok.

A Table of Contents will be generated, but it will still need to be formatted according to the Thesis Office style. You will need to delete the first two headings (Title), leaving only one double space below the Page heading, and change the Roman numerals of the preliminary pages to lowercase numbers.

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TABLE OF CON	TENTS	
Delete		
		Page
TITLE		1
ABSTRACT		
DEDICATION		
ACKNOWLEDGEMENTS	Change to	IV
NOMENCLATURE	Lowercase	V
TABLE OF CONTENTS		VI
LIST OF FIGURES		VIII
LIST OF TABLES		IX
CHAPTER I INTRODUCTION AND LITERA	URE REVIEW	1
CHAPTER II USE OF STYLES		3
Introduction		3
Style Names and Levels Limitations to Styles		4
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Introduction		6
Second Level Subheading		
Third Level Subheading		
Fourth Level Subheading Fifth level subheading		8

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TABLE OF CONTENTS
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LIST OF TABLESix
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CHAPTER II USE OF STYLES
Introduction
CHAPTER III EXAMPLES OF SUBHEADINGS
Introduction

To change the Roman numerals:

8. Highlight the page number only.

	Page
ABSTRACT	
DEDICATION	III
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TABLE OF CONTENTS	VI

9. Open the font dialog box.

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10. Uncheck the box "All Caps."

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Make this change for all Roman numeral page numbers.

Other formatting corrections may be needed to conform to the Thesis Office style. See the

Thesis Manual for additional formatting considerations.



Automatic List of Figures/Tables

To generate an automatic List of Figures/Tables:

1. Place your cursor on the appropriate page.



2. In the references tab, click Insert Table of Figures.

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File Home Inser	t Page Layout References	Mailings Review Vie		
Table of Contents *	AB ¹ (n) Insert Endnote AB ¹ Next Footnote * Insert Footnote Show Notes	Manage Sources	Insert Caption Cross-reference	Mark Entry
Table of Contents	Footnotes G	Citations & Bibliography	Captions	Index

3. In the dialog box, under general make sure Figures is selected (or tables if applicable) then click ok.

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Index Table of Contents Table of Figures	Table of Authorities
Print Pre <u>v</u> iew	Web Preview
Figure 1: Text	Figure 1: Text
Figure 2: Text	Figure 2: Text
Figure 3: Text5	Figure 3: Text
	×
Show page numbers	Use hyperlinks instead of page numbers
✓ Right align page numbers	
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Formats: From template	List of Figures of
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	Tables
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	Options Modify
	OK Cancel

4. It will generate a list that requires some formatting.



LIST OF FIGURES
Page
Figure 1. The figures can be numbered consecutively throughout the thesis (1, 2, 3, 4,
etc) or numbered by chapter (1-1, 1-2, 2-1, etc.). Each figure should be referred to by
that number within the text, within 1 $\frac{1}{2}$ pages of the figure. The figures can be put on a
separate page from the text, but if they are incorporated into the text, they must be offset
by at least a triple space above and below. Figures must fit within the normal page
margins. Figure captions are not considered regular text, and so may be a different font
size and may be single spaced
Figure 2. Example of a figure9
Figure 3. Another example of a figure. The bold part is automatically generated, the rest
of the text must be entered manually. When an automatic list of figures is generated, the
entire figure title will appear10

5. First, select all the figure/table titles, and open the paragraph dialog box.



- 6. In the Indentation section: change the right indent to 0.2. Change the special to hanging indent by 0.65.
- 7. In the Spacing section: Line spacing should be Single with 12 pt. after.

Thesis Office



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This will give your List of Figures/Tables the proper spacing and alignment.

LIST OF FIGURES	
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Figure 2. Example of a figure	9
Figure 3. Another example of a figure. The bold part is automatically generated, the rest of the text must be entered manually. When an automatic list of figures is generated, the entire figure title will appear.	10

Other formatting corrections may be needed to conform to the Thesis Office style. See the Thesis Manual for additional formatting considerations



Updating the Table of Contents

If you make changes to your document after generating your Table of Contents, List of Figures and List of Tables, you may need to update your lists since page numbers may have changed. It is recommended that you do this before submitting your thesis to avoid receiving any additional corrections. To update your Table of Contents:

- 1. Right click anywhere in the body of the Table of Contents.
- 2. Select Update Field from the drop down menu.

TABLE OF CONTENTS				
			Page	
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ACKNOWLEDGEMENTS	×	Cu <u>t</u> <u>C</u> opy	iv	
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CHAPTER I INTRODUCTION	A ≣¶	Paragraph	VIEW1	
CHAPTER II USE OF STYLES.		Bullets	3	
Introduction Style Names and Levels Limitations to Styles	A	S <u>t</u> yles		



3. If you have not added any new headings or subheadings, select Update page number

only, and click Ok.

Update Table of Contents	? 🗙
Word is updating the table of content the following options: Update page numbers only Update entire table	s. Select one of
ОК	Cancel

4. If you have added new headings, select Update entire table.

If you are only updating page numbers, no additional formatting is required. If you need to update the entire table, you will need to make the same initial changes (remove title, lowercase Roman numerals, etc.) to the list again. The same instructions apply to updating the List of Figures/Tables.