# 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.
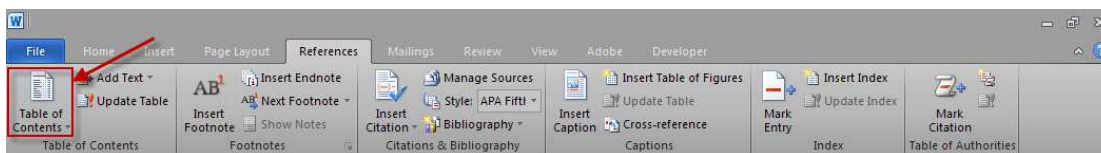
5. Select insert table of contents.
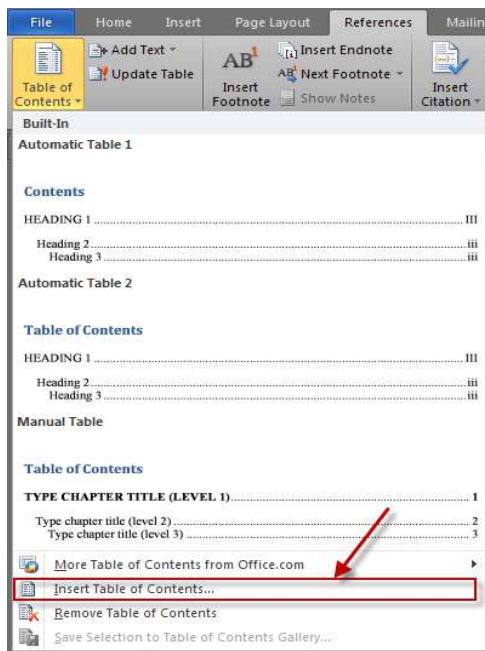
6. You will need to decide how many levels of headings you would like to include in your table of contents. You must include a **minimum of 2** levels (Major Headings and First Level Subheadings), and you may include as many levels as you like. Word will include 3 levels as a default, so you may wish 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.
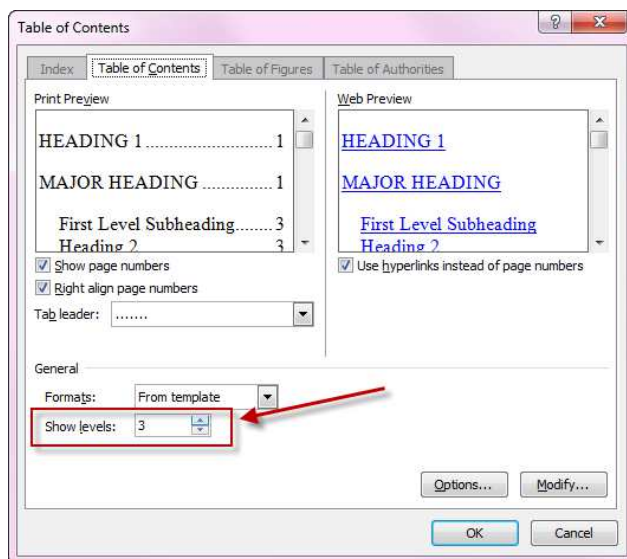
7. Click ok.

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.

To change the Roman numerals:

8.   Highlight the page number only.

9.   Open the font dialog box.
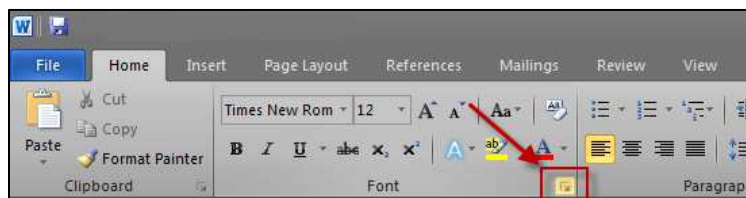
10. Uncheck the box "All Caps."
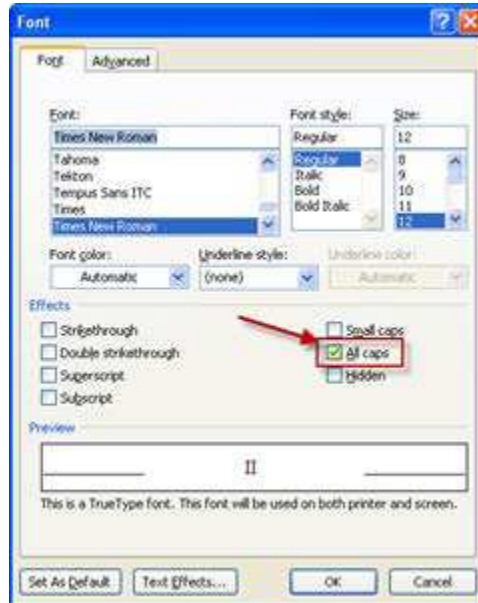
Make this change for all Roman numeral page numbers.

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.

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

4. It will generate a list that requires some formatting.
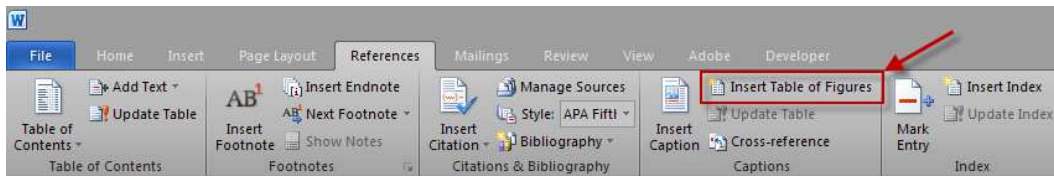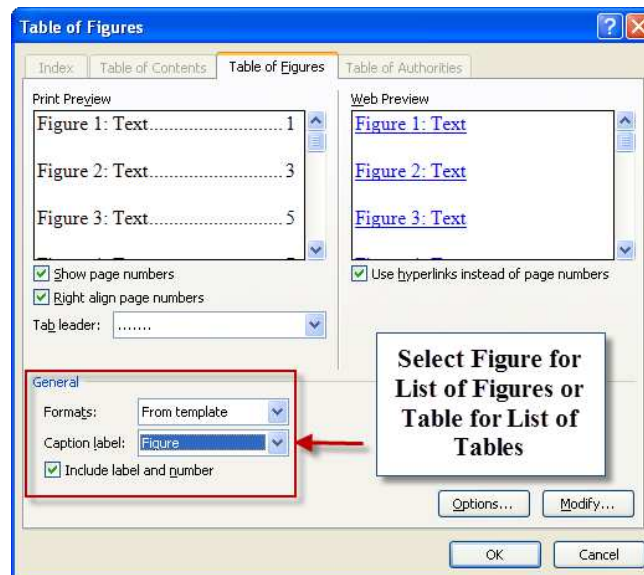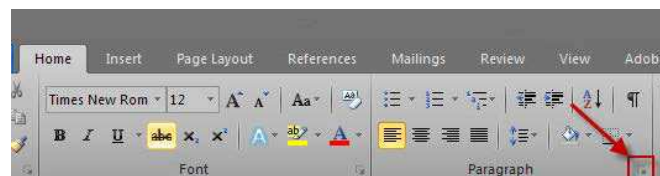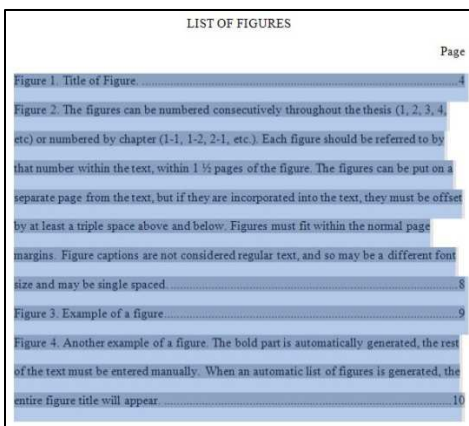
LIST OF FIGURES

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 ½ 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. 8

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

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.

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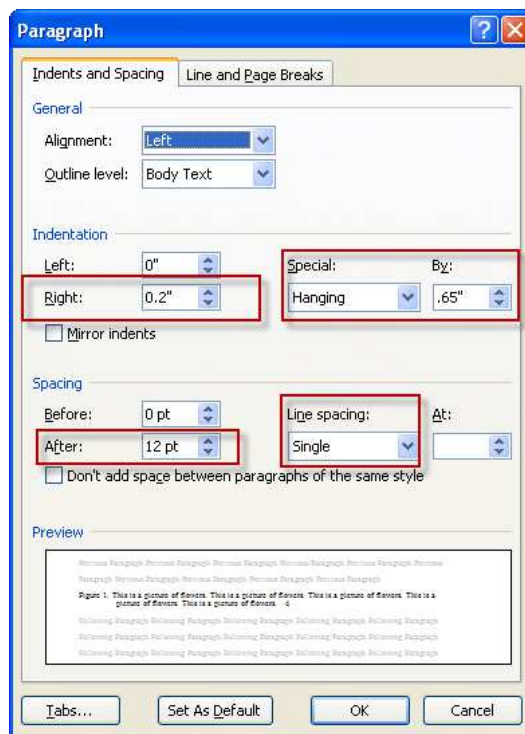

LIST OF FIGURES

Page

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*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.
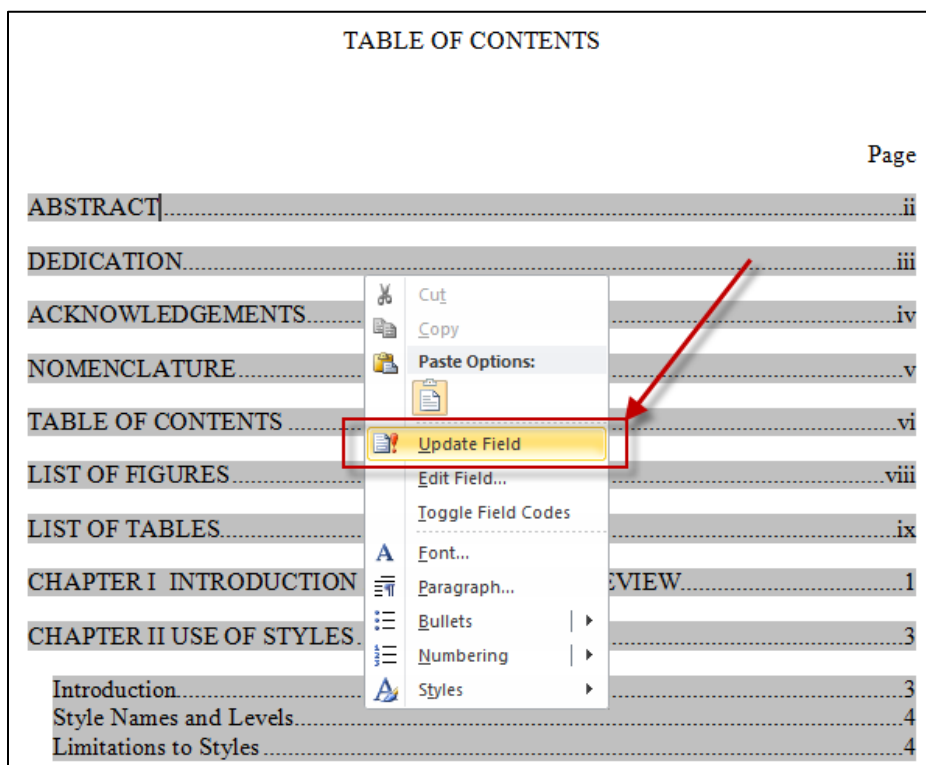
3. If you have not added any new headings or subheadings, select Update page number only, and click Ok.
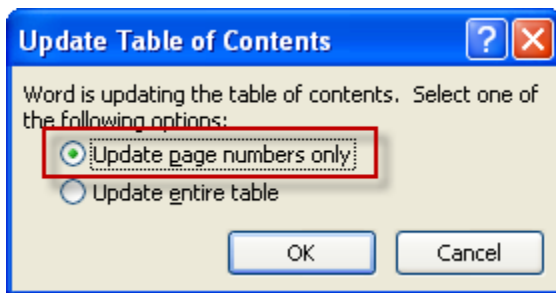
4. If you have added new headings, select Update entire table.

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.