



UNIVERSITY OF CENTRAL FLORIDA
COLLEGE OF GRADUATE STUDIES

Step 3: Table of Contents

UCF requires that all items in the TABLE OF CONTENTS, LIST OF TABLES, and LIST OF FIGURES have internal (clickable) links within the PDF (i.e. click on an item and go to that page).

To create an interactive TOC, you must have used Word styles to format all headings and subheadings throughout the document. If you have not yet implemented styles, see the Headings and Subheadings help file before continuing here.

NOTE TO MAC USERS:

Your TABLE OF CONTENTS, LIST OF FIGURES, and LIST OF TABLES will not be clickable if your Word file is converted to PDF from a MAC. This is an incompatibility issue between MAC and Adobe Acrobat that cannot be changed.

In order to have clickable lists you must open your Word file on a PC, delete the TABLE OF CONTENTS, LIST OF FIGURES, and LIST OF TABLES contents completely and reinsert these lists on the PC. Once these lists have been regenerated from the PC you can convert to PDF and the links will work correctly.

Creating a TABLE OF CONTENTS

It is assumed that you have already applied a heading style to each heading and subheading in your document. Because you have assigned a style to each heading and subheading, Word has tracked the location of those items and can now create a list of them: a Table of Contents. The following instructions will show you how to automatically insert and update this list of your headings and subheadings (Table of Contents).

As a reminder, ensure at this time that all of your major headings (e.g. Abstract, Acknowledgments, Table of Contents, chapter headings, etc.) have been physically typed using the Caps Lock key. When inserted automatically, the Table of Contents will display the headings and subheadings exactly as they have been typed on the page.

For example, if you have typed your major headings in lower case letters, then changed the font setting or heading style to be in “All Caps” the Table of Contents will still display your headings exactly how they are typed on the page: in lowercase letters, not the “All Caps” selected in the other settings. Since all major section headings must be displayed in all caps wherever they appear, you will want to ensure they are typed this way first.

Generating the Table of Contents Automatically

As you will generate the TABLE OF CONTENTS from heading styles, first verify that all headings and subheadings have the particular heading style you intended. For example, your chapter headings should all use the “Heading 1” style.

- Find your blank TABLE OF CONTENTS page. If you haven’t already done so, hit return afterwards so that you have a blank line underneath the TABLE OF CONTENTS and before the page break.

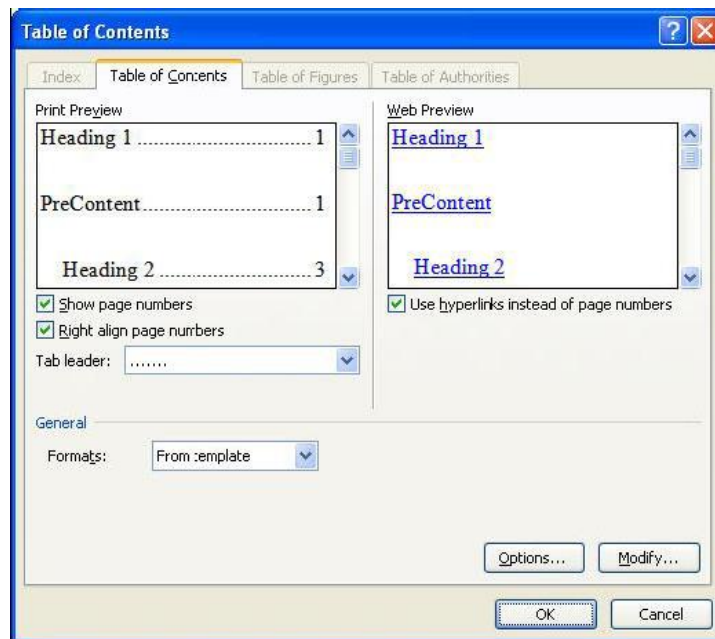
Be sure that the formatting of that line has been cleared.

- Find the **References** tab.
- The farthest left section of the ribbon is for TABLE OF CONTENTS creation: click on **Table of Contents**.



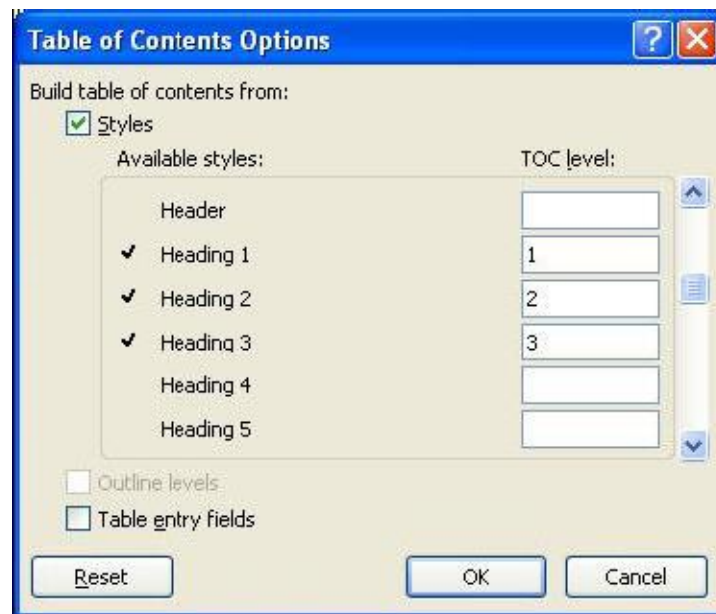
- Choose **Insert Table of Contents...**

A menu will appear in the center of the page. Click on the second tab at the top of the menu -labeled **Table of Contents** - to see the following menu:



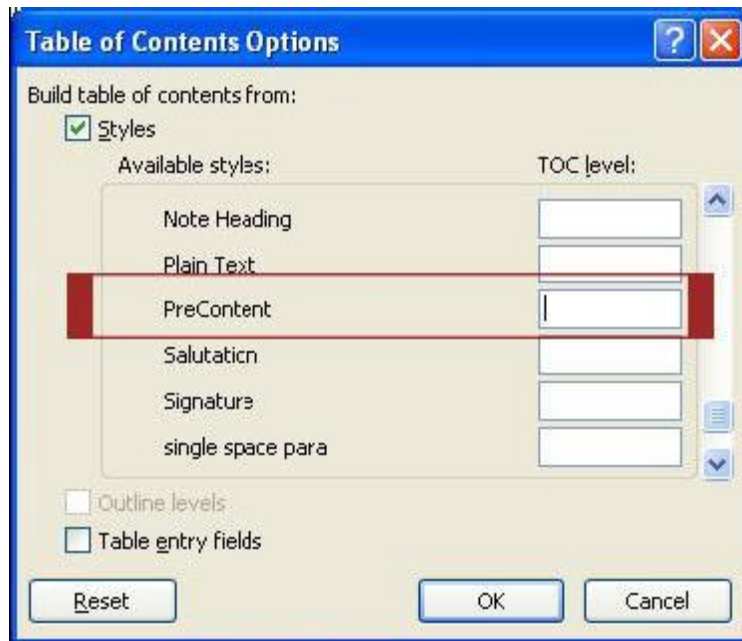
Your TABLE OF CONTENTS should not include your Precontent; if it did, the TABLE OF CONTENTS would be listed in your TABLE OF CONTENTS. To remove it:

- Click on the button labeled **Options**
- Another menu will appear. At least Heading 1, 2 and 3 should have the numbers 1, 2 and 3 associated respectively:



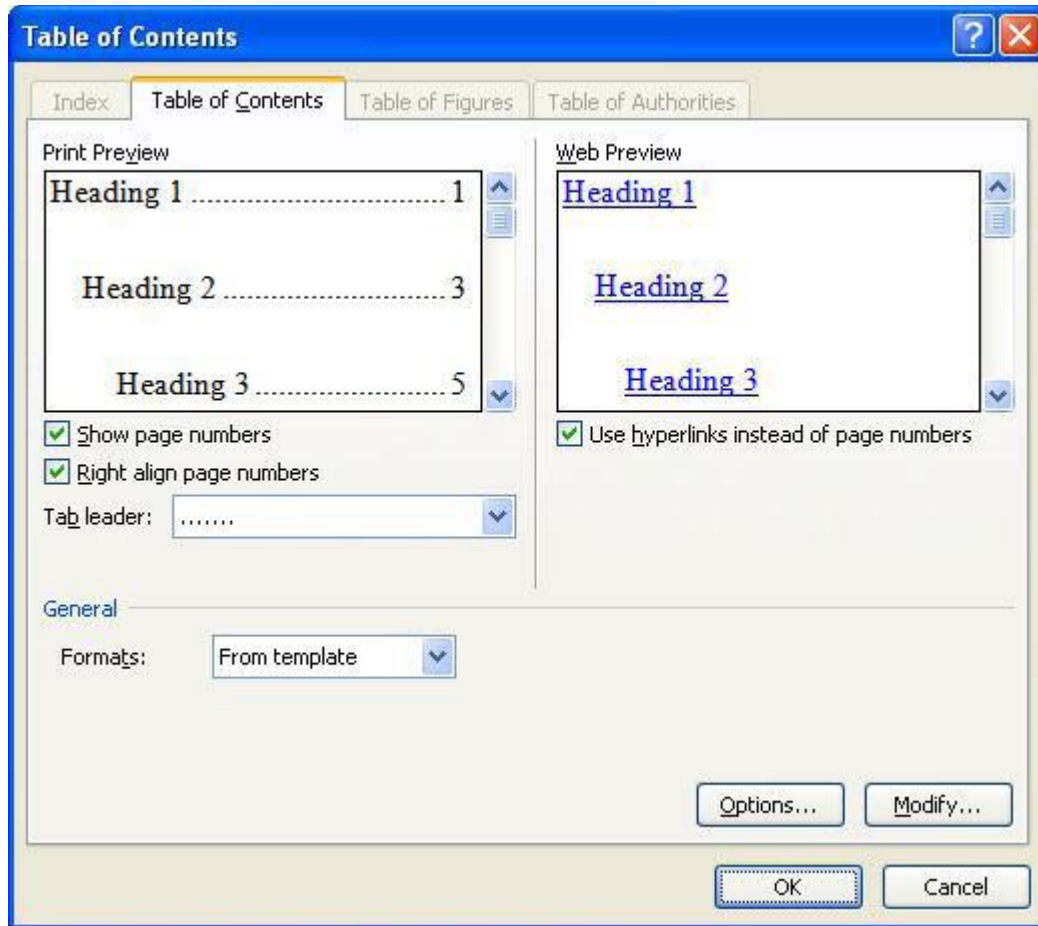
Scroll down until you see “Precontent.”

- Highlight the number “1” associated with Precontent, and then hit Backspace on your keyboard to remove the number.



- Then hit **OK**.

The menu shown before should now look like this, without Precontent listed as a heading:



- Hit **OK** again.

The menu will disappear and the TABLE OF CONTENTS will be generated on the page. Should you need to update the list (you've added sections or moved something), follow the next set of directions below.

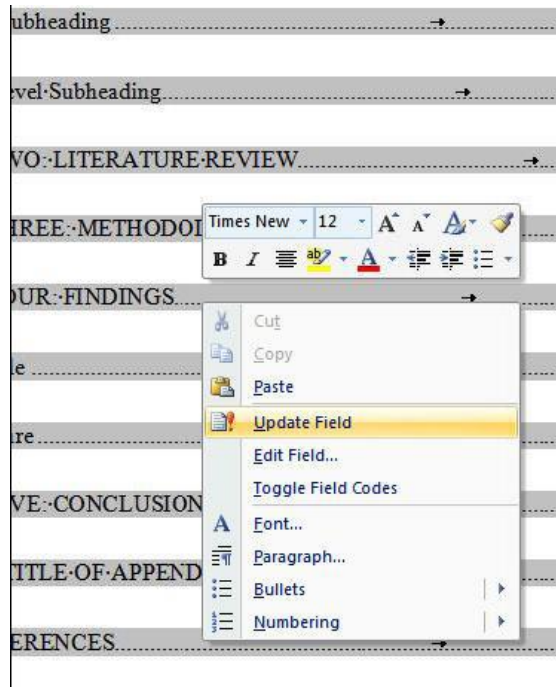
If not, you're done with creating the TABLE OF CONTENTS.

PLEASE NOTE: If you see mistakes (misspellings, spacing problems) for items in your TABLE OF CONTENTS, **don't** type the corrections into the TABLE OF CONTENTS directly. This can cause your links to work incorrectly in the final PDF. Instead, go to that heading in your document and make the corrections to the actual heading and update the TABLE OF CONTENTS to reflect the changes.

Updating the TABLE OF CONTENTS

There are two different ways to update the TABLE OF CONTENTS in Word 2007. Both ways are outlined here.

- Right-click on the grey area (within the TABLE OF CONTENTS itself). You will see a small menu popup.
- Choose “Update Field”



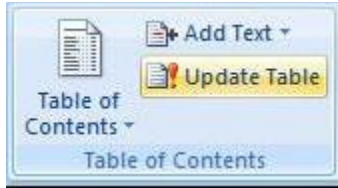
Another small menu will pop up:



- Choose “Update entire table” and hit **OK**.

Alternately, you can use the Update Table option in the ribbon.

- Click on the grey area of the TABLE OF CONTENTS.
- Locate the Update Table option, and click it.



The TABLE OF CONTENTS should update.

Correcting TABLE OF CONTENTS Errors

Bookmark Not Defined

If you see one or more of your page numbers in the TABLE OF CONTENTS replaced with the message **“Error! Bookmark not defined”** you will need to update the TABLE OF CONTENTS. See instructions above.

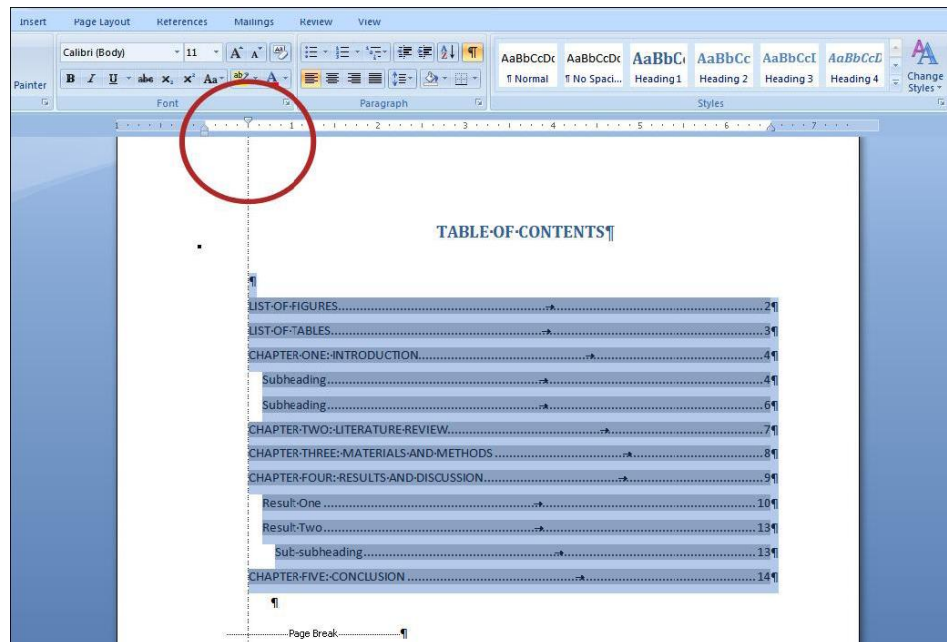
If the error persists, go to that particular Heading, clear formatting, and reapply the heading style.

Incorrect Margins

Usually, this is the result of modifying the “Normal” style. There are two ways to fix the problem, one temporary and one permanent.

Temporary fix:

- Highlight the TABLE OF CONTENTS.
- Click on the upper triangle (indentation marker) in the ruler.



When you click on the triangle, a dotted line will appear on the page, as displayed above.

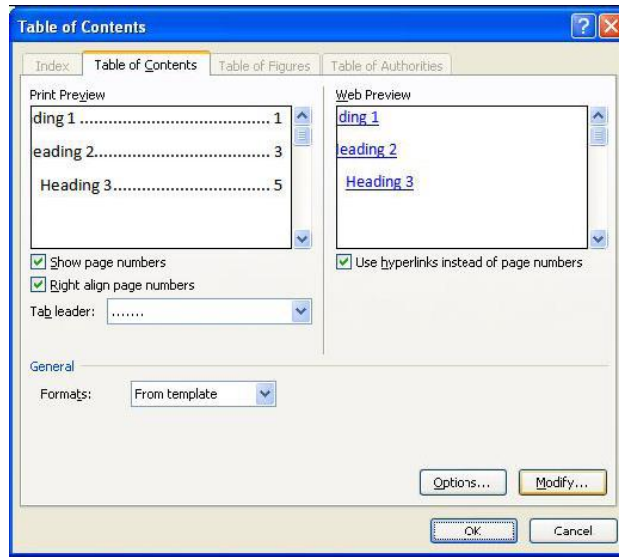
- Drag the mouse back to the left margin, then let go of the mouse.

The TABLE OF CONTENTS will have shifted. If you need to re-insert the TABLE OF CONTENTS, this margin fix will not stay in place. You will have to follow the temporary fix again OR make a permanent fix to the TABLE OF CONTENTS.

Permanent fix:

- Place your cursor at the first entry in the TABLE OF CONTENTS.
- Follow the same instructions to insert a TABLE OF CONTENTS: (**References>Table of Contents>Insert Table of Contents**)

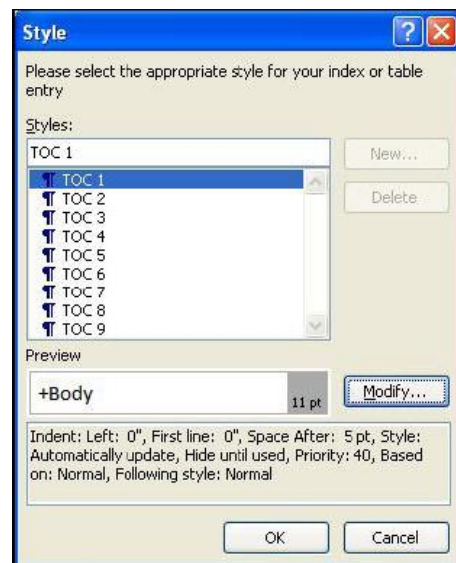
The Index and Tables menu box will appear in the middle of the screen.



- Click on the “Modify” button in the lower right corner.

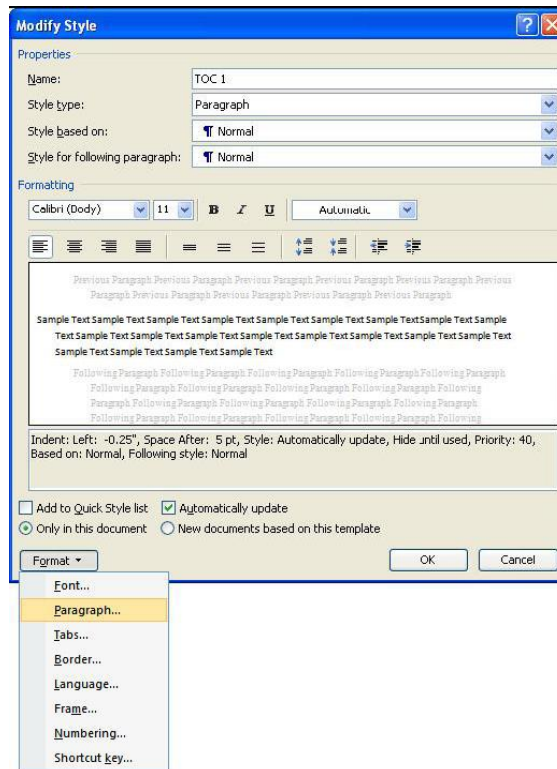
A Style menu will appear. This is where you will permanently modify the indentation of the TABLE OF CONTENTS.

- Click on the button labeled “Modify” in this menu.

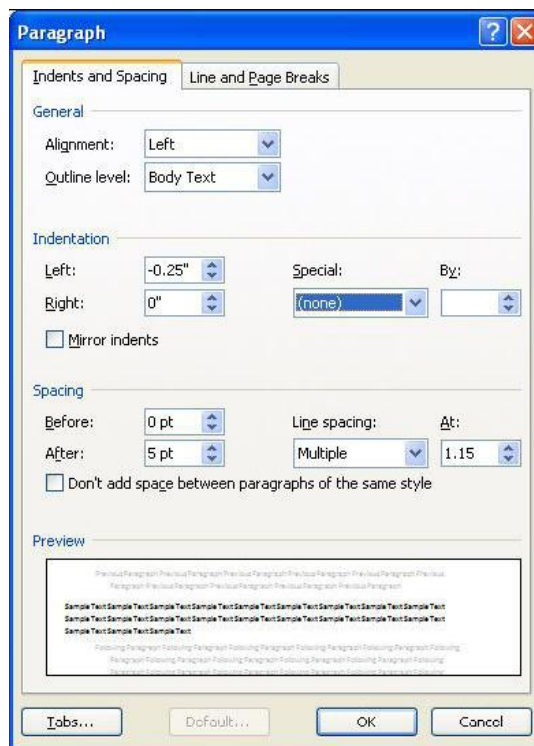


Another menu box will appear; this box is similar to the one used to modify Headings.

- Click on the button labeled “Format” in the lower left corner, then select “Paragraph.”



Another menu will appear.



- Under “Special,” choose “(none).”
- Hit **OK** to clear the Paragraph menu.
- Hit **OK** again to clear the Modify Style menu.

You will not only need to modify the first level of the TABLE OF CONTENTS, but all levels that have corresponding Headings. If you have used up to Heading 3 in your document, you must go back and modify paragraphs for TOC 2 and TOC 3.

- Click on TOC2.
- Click on Modify.

A new Modify Style menu will appear. As before, go to “Format” and select “Paragraph.”

- Under “Special,” choose “(none).”
- Hit **OK** to clear the Paragraph menu.
- Hit **OK** again to clear the Modify Style menu.

Do the same for TOC 3 (and TOC 4 and 5 if you use those Headings).

- When finished, Hit **OK** to clear all remaining menus.
- Click **YES** to create a new TABLE OF CONTENTS.

Should you need to recreate the TABLE OF CONTENTS again, you will not have to reset the margins.

Removing TABLE OF CONTENTS Item Duplication

Sometimes early headings (especially LIST OF TABLES or LIST OF FIGURES) can appear twice in the TABLE OF CONTENTS. Both links may be active, but the TOC should only contain one entry.

DO NOT highlight the line and hit Backspace or Delete – this can cause you to lose the links during conversion. Instead, follow these steps.

- Find the first duplicated title in the document. For example, if your LIST OF TABLES appears twice, go to the LIST OF TABLES page.

.....Page Break.....

LIST OF TABLES

Table 1: Classroom Checklist for Physical Organization (a sample table) → 6

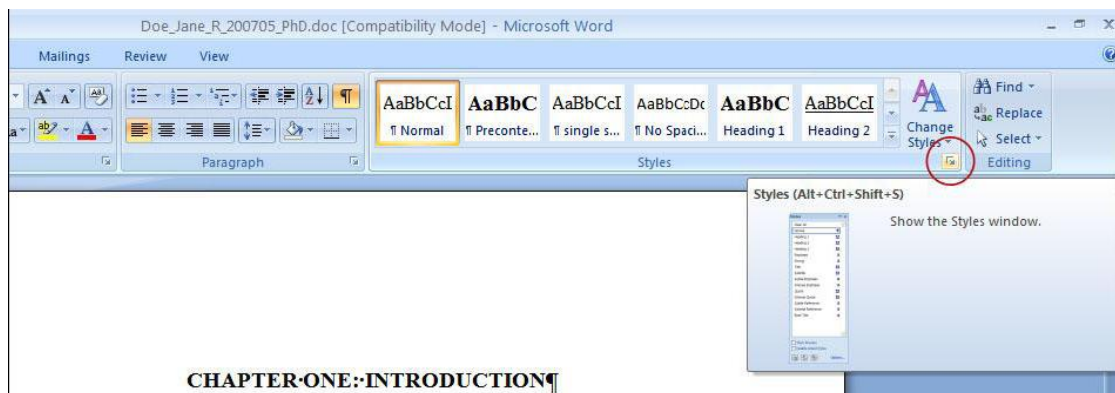
¶

.....Page Break.....

In this example, the page break is close to the words “LIST OF TABLES” without any hard returns between. The proximity of the two items makes Word think that the page break is simply part of the words “LIST OF TABLES,” so it marks (what it sees) as a heading entry on two pages. This is why the duplication occurs.

- Place your cursor before the word “List” and hit Enter. Another paragraph mark will appear above.

In the Home tab, you will see a section of the ribbon called “Styles.” In the lower right-hand corner of this section you will see a little diagonal arrow. Click on the arrow to bring up the Styles menu.



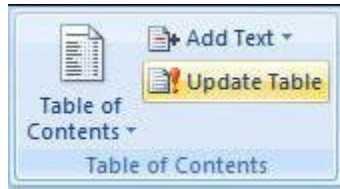
You will see a list of all of the styles that have been used in the document so far.

- Find “Clear All” at the top of the list and click on it. The paragraph mark should become much smaller and left-aligned, and the page break should now stretch all the way across the previous page.

Now, all that remains to be done is to update the TABLE OF CONTENTS.

- Scroll back to the TABLE OF CONTENTS.

- Click on the grey area (the Table itself).
- Locate the Update Table option, and click it.



The TABLE OF CONTENTS should reflect only one title. If you have a second duplication, follow the same steps again.

You are now ready for
[Step 4: Figures and Tables](#)

Questions?

Please contact the Editor
at editor@ucf.edu

OR

Submit your Microsoft Word file to the **Format Help**
page of the [Thesis and Dissertation Services](#) site.