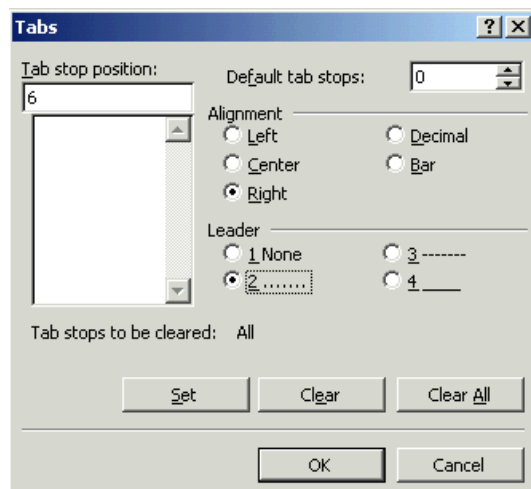


Problem with a Table of Contents? (or List of Tables, List of Figures)

A large number of students have trouble formatting the Table of Contents properly. The instructions below are for the simplest method of formatting, although not the only way.

1. Begin with a pure page (without any previous formatting aside from page margins). It *might* be easier to create a separate Word file.
2. Be sure to set the Top, Right and Left margins (1, 1, and 1)
3. At the top margin, set your heading (**Table of Contents**)
4. 4 lines down, **left justify** the cursor. Type the title of the first page to be listed. This should be the first page immediately following the Table of Contents (maybe List of Tables or Abstract).
5. With the cursor at the last letter of the word, set a tab stop. The command in Word is: **Format>Paragraph>Tabs** (look in the bottom left of the Paragraph dialog box)
6. In the Tab dialog box, choose **Clear All**. Type **0** in the **Default Tab Stops** window, and **6** in the **Tab Stop Position**. Set the **Alignment** to **Right**. Choose **Option 2** under **Leader**. Click **OK**. Below is an example of how the Tabs Dialog Box should look:



7. With the cursor at the end of the word, press the **Tab** key. With the cursor now at the right margin, type in the page number and hit return. Remember to use small roman numerals for the Front Matter.
8. For each subsequent heading, simply type in the title at the left cursor, tab over to the right and type in the corresponding page number.

NOTE: Once the tabs have been set up for dot leaders, **DO NOT** use Tab to indent your subheadings. Use the **Space** bar.