

USING WORD 2000 TO CREATE HEADINGS

If you apply Word's heading styles to your dissertation, you can insert an automatic Table of Contents (TOC).

Word makes sure that headings and the text following them stay together. If you use and adapt Word's heading styles, you can ensure that your heading levels are consistent and logical. Word also inserts them automatically in a TOC so that you do not have to worry about checking them for page numbers and consistency with the text.

Word automatically assigns the shortcut keys Ctrl+Alt+1 to Heading 1, Ctrl+Alt+2 to Heading 2, and Ctrl+Alt+3 to Heading 3.

Word also automatically assigns different formatting to the different heading styles. Usually the differences are in font size and weight, and in the spaces before and after. Sometimes some headings are centred and some are left aligned. You can change the default formatting if you wish.

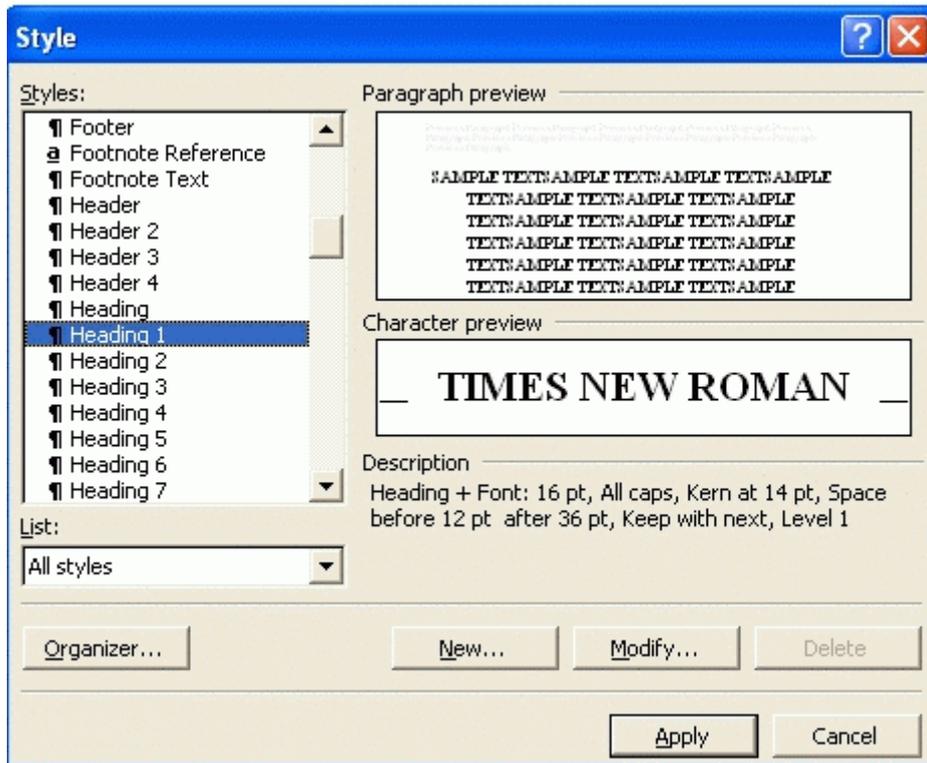
Let us use Heading 1 for chapter headings.

1. Go to the Format menu, and choose the Syle... option, as shown below.



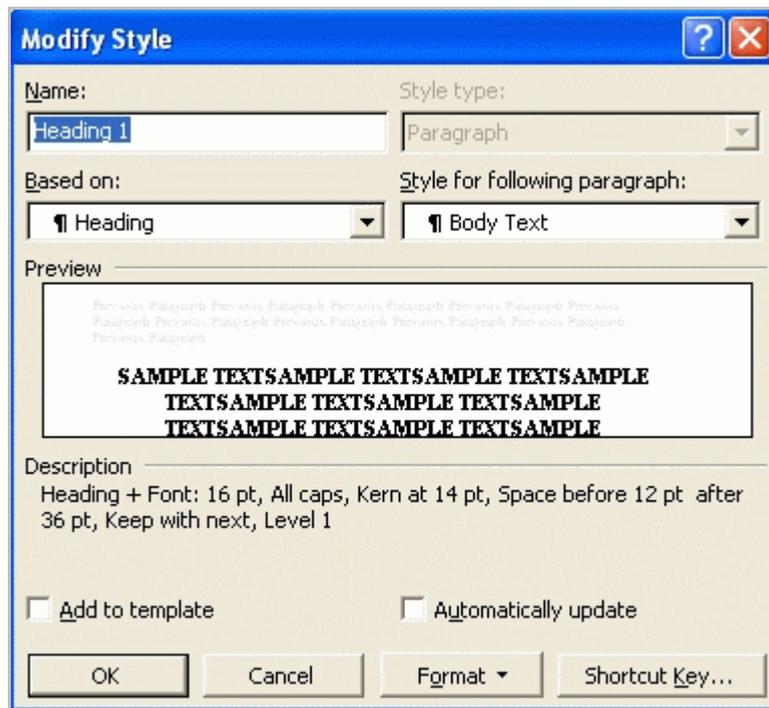
The Syle dialog box pops up, with the highlight on the current style.

2. Press H to go to the first style that begins with H and then place the highlight on Heading 1, as shown below.



3. Click on the Modify... button to make changes.

The Modify Style dialog box pops up, as shown below.

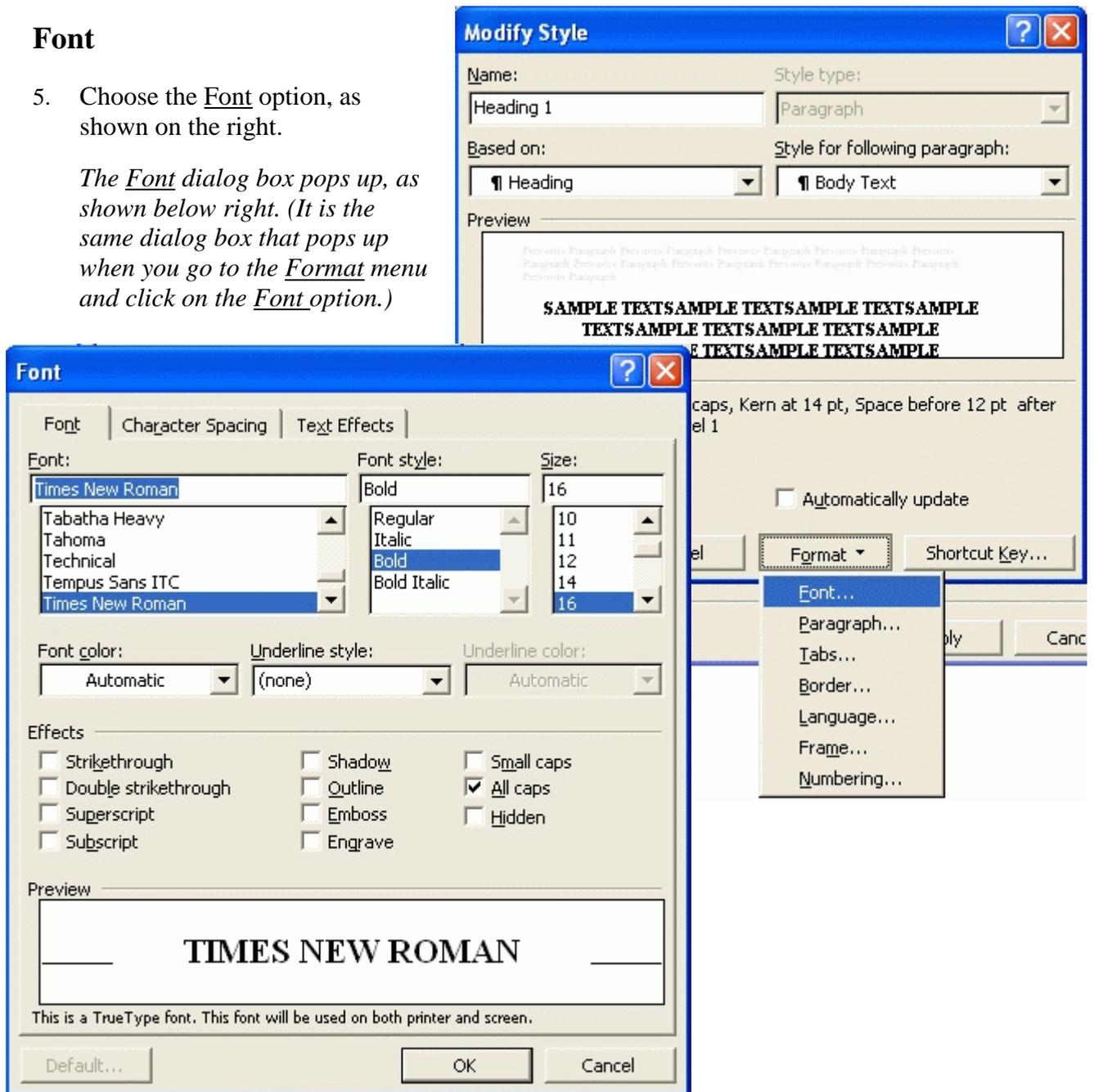


4. Click on the Format button. A submenu drops down.

Font

5. Choose the Font option, as shown on the right.

The Font dialog box pops up, as shown below right. (It is the same dialog box that pops up when you go to the Format menu and click on the Font option.)



The current Font is highlighted – Times New Roman.

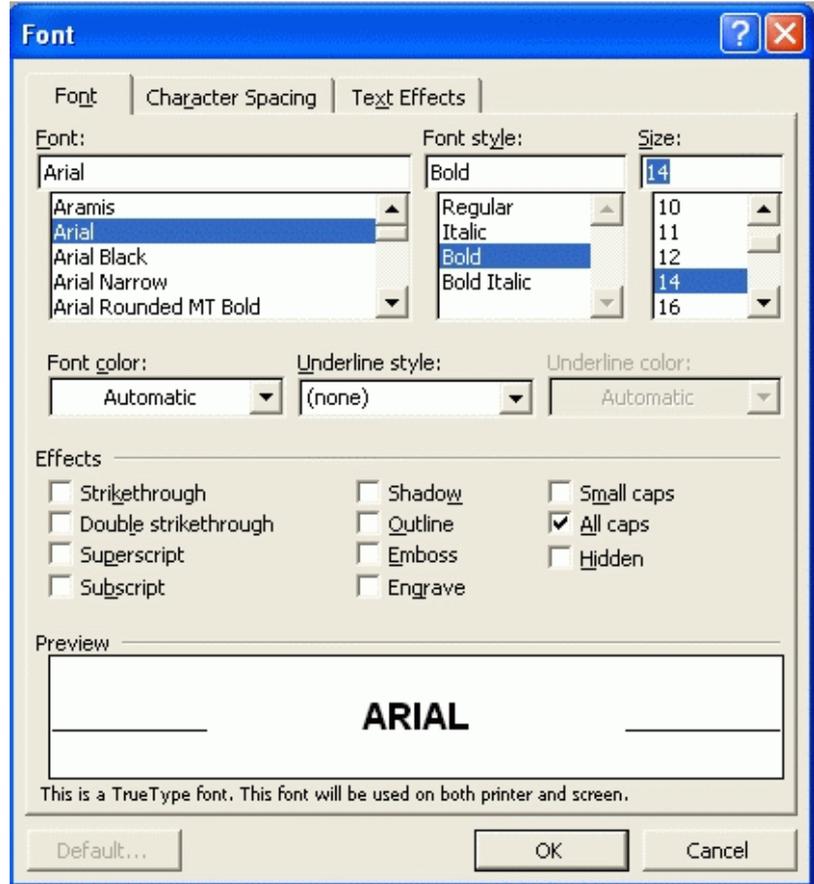
The current Font style is highlighted – Bold.

The current Font size is highlighted – 16 pt.

The current Effect is ticked – All caps.

The current Font color is Automatic (i.e., your computer's default colour, usually Black).

6. Let's change the Font from Times New Roman to Arial, as shown on the right.
7. Let's leave the Font style as Bold.
8. Let's change the Font size from 16 pt to 14 pt.
9. Let's leave the Effects as All caps. That means the heading will be **displayed** in the text as all capitals but it can be displayed in the TOC as you type it, e.g., in Title case.
10. Let's change the Font color. The current font colour is Automatic (i.e., your computer's default colour, usually Black). Let's change it to Dark blue.



10.1 Click on the down-arrowhead beside the Font color list box.

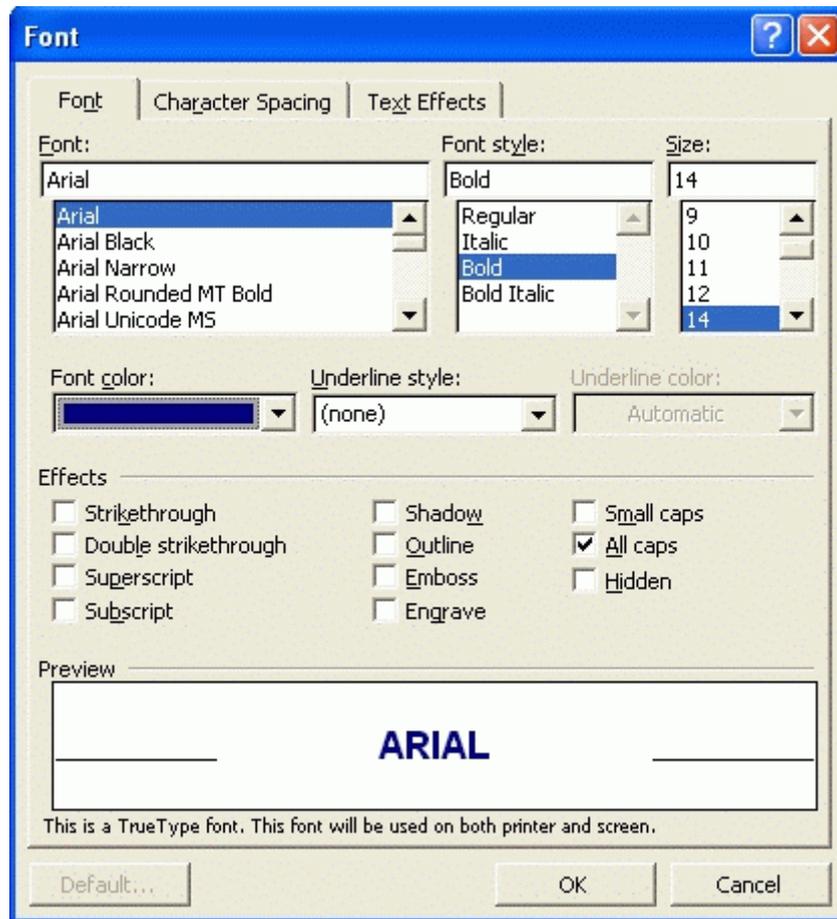
10.2 A submenu appears, with blocks of colours to choose from. Dark blue is third from the right in the top row. When you hover your cursor over a block, a tool tip tells you what colour it is, as shown below.



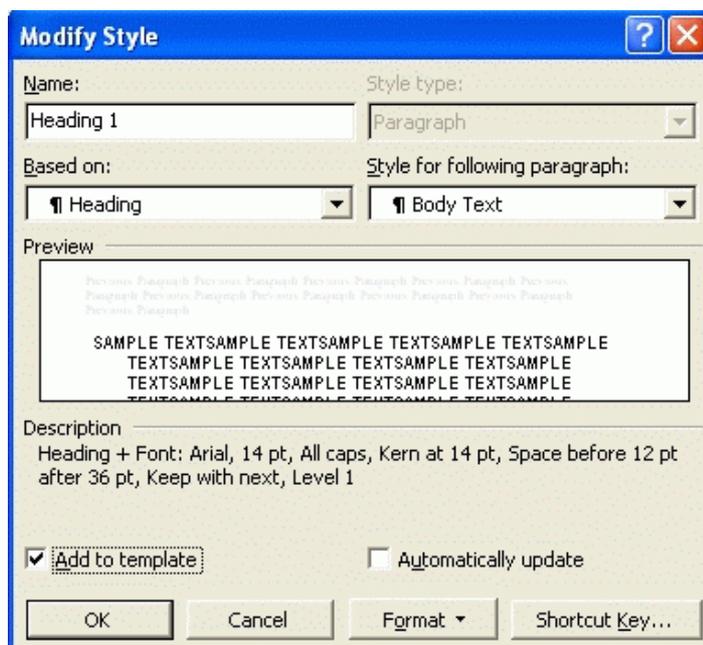
10.3 Click on the colour you like.

You can choose an Underline style in the same way but I prefer not to underline my headings.

The changes you have made are reflected in the Font dialog box, as shown below.



11. Click on the OK button or press the Enter key to return to the Modify Style dialog box.
12. Tick Add to template, as shown below, so that your changes are implemented.

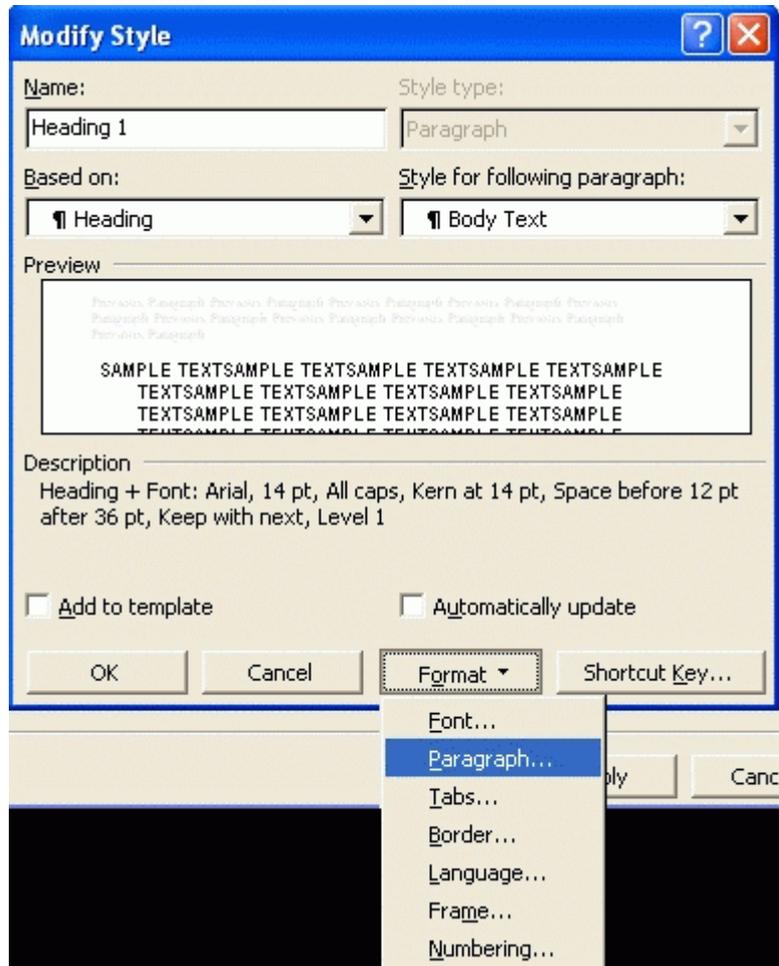


Paragraph

13. Choose the Paragraph option, as shown below.

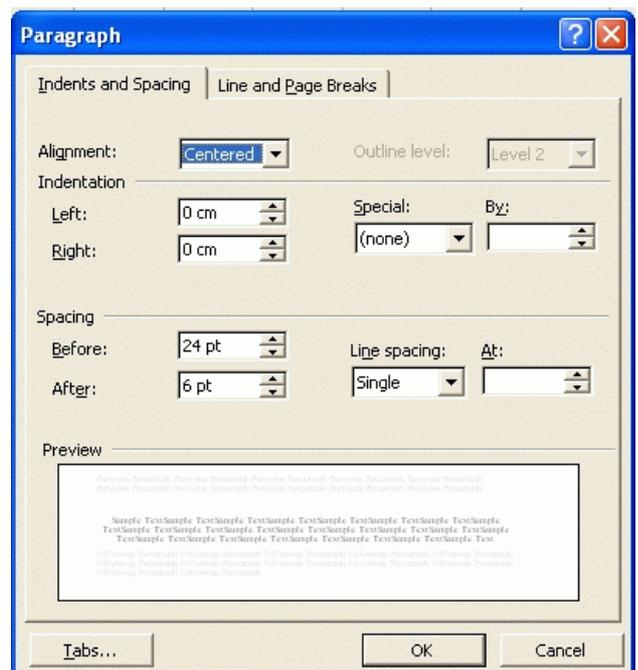
The Paragraph dialog box pops up. (It is the same dialog box that pops up when you go to the Format menu and click on the Paragraph option.)

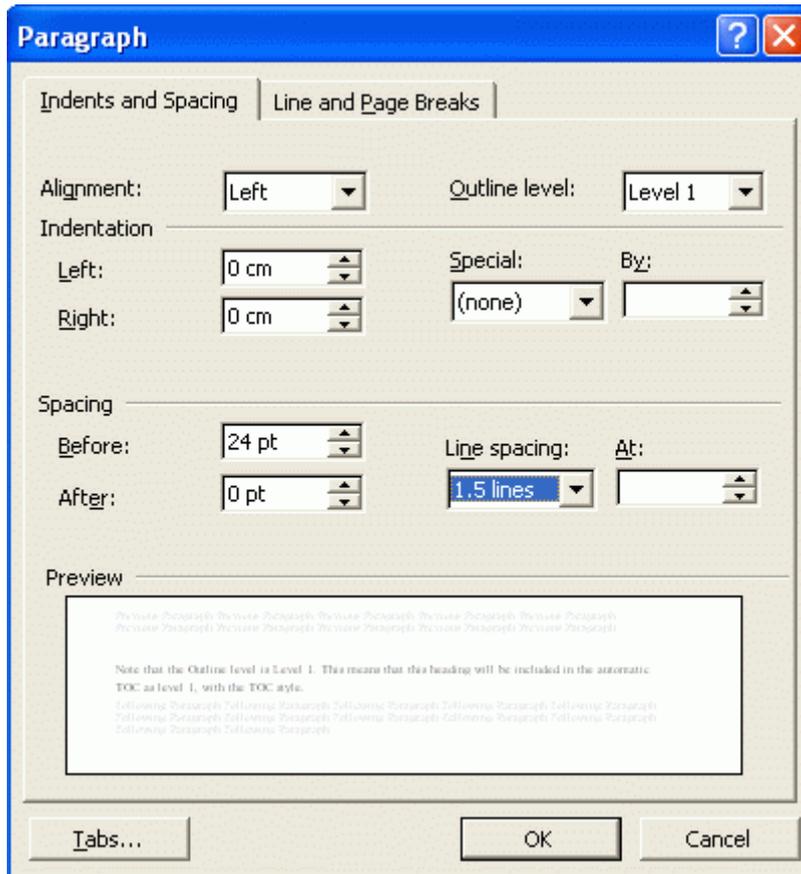
14. You can change the Alignment. The current alignment is highlighted – Centered, as shown on the right. Let's change it to Left.
15. You can change the Spacing. The current spacing is 24 pt (2 lines) Before and 6 pt (half a line) After. Let's leave two lines before the heading but let's change the spacing after to 0 by clicking on the down arrow. It changes in increments of 6.



16. You can change the Line spacing. The current spacing is Single. Let's change it to 1.5 because a lot of institutions like their dissertations to be in 1.5 spacing.
- 16.1 Click on the down-arrowhead beside the Line spacing list box.
- 16.2 A submenu appears. Click on 1.5 lines.

The changes you have made are reflected in the Paragraph dialog box.



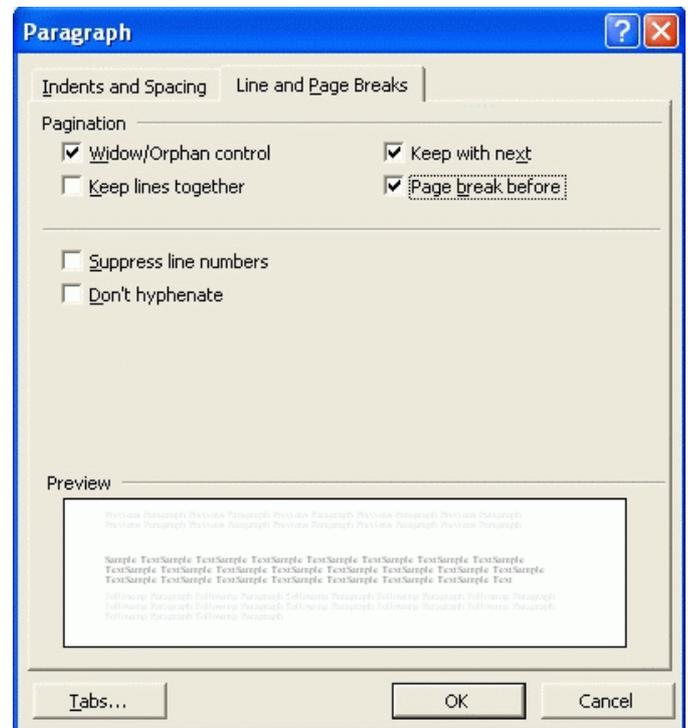


Note that the Outline level is Level 1. This means that this heading will be included in the automatic TOC as level 1, with the TOC style.

17. Click on the Line and page breaks tab. It is displayed as shown on the right.

Note that Keep with next is ticked. This means that the heading and the first paragraph below it will always be on the same page.

18. If you want to have every Heading 1 start on a new page, tick Page break before. If you only want some of them to start on a new page, leave it unticked and insert a manual page break (Ctrl+enter) where you want a new page or place your cursor in the heading and format the individual paragraph (Go to the Format menu → Paragraph → Line and page breaks → Page break before.)



Body Text

Your institution usually requires that your body text paragraphs have a least one line space between them. If you want your heading to be on the same page as your first paragraph of body text, you cannot create that space by pressing your enter key twice. The heading will only stay with the first (empty) paragraph.

19. You should therefore follow your headings with a style called Body Text, which automatically has a line space before it. You can do this when you return to the Modify Style dialog box (click on the OK button or press the Enter key).

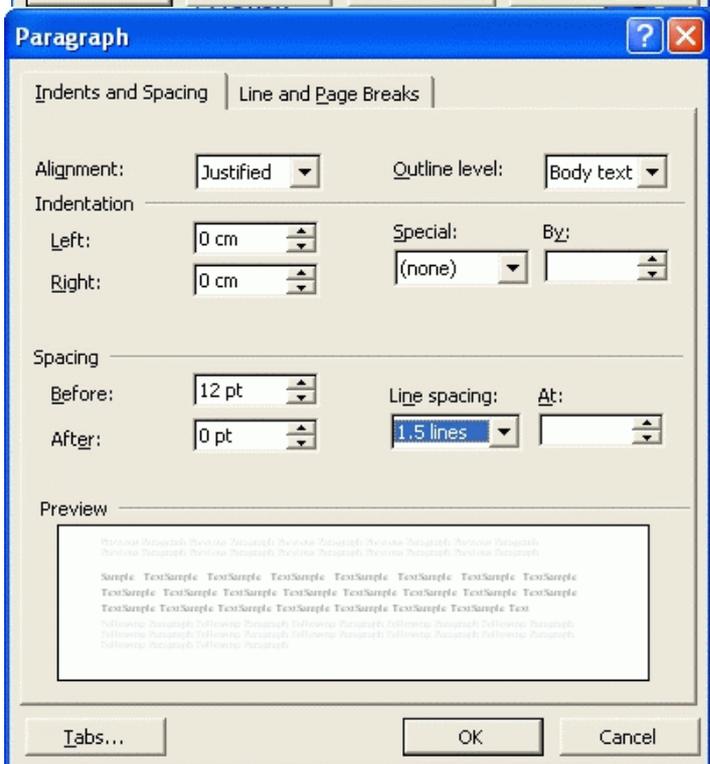
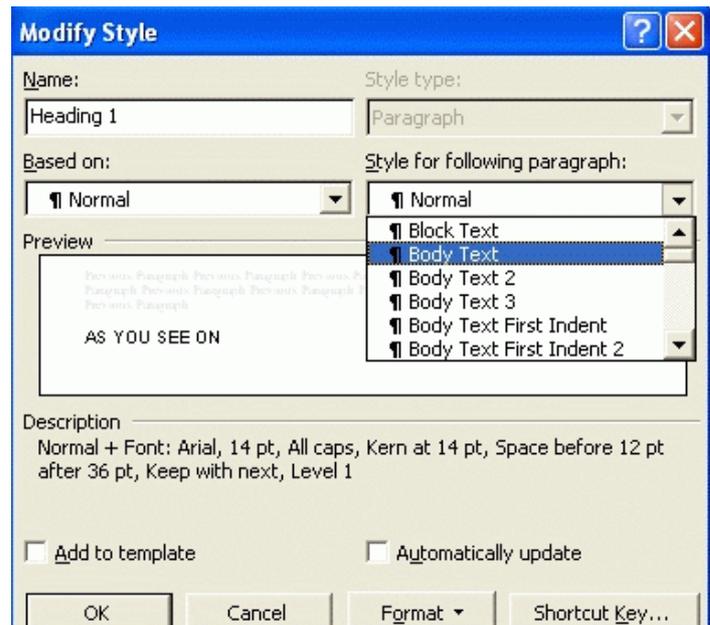
20. As you see on the right, you can click on the down-arrow beside the Style for following paragraph list box. Type B and then choose Body text.

21. Tick Add to template, so that your changes are implemented.

22. Click on the OK button or press the Enter key.

23. Then go to the Body text style and format it in the same way as you formatted your Heading 1. (Format → Style → B → Body Text → Modify → Format).

24. Usually dissertation body text will be justified, with one line (12 pt) before it and 1.5 line spacing, as shown on the right.



Heading 2 and Heading 3

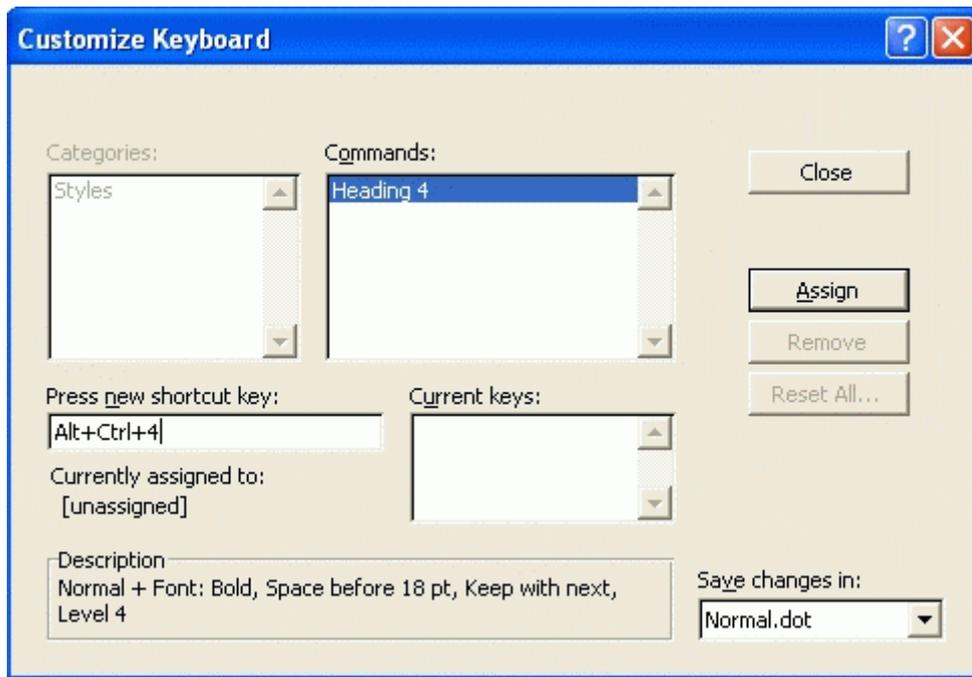
25. Format your Heading 2 and Heading 3 styles in the same way.

Heading 4, etc

26. Format lower heading levels in the same way too but Word does not give them predefined shortcut keys so you can assign shortcut keys yourself, as follows:

SHORTCUT KEYS

27. For Heading 4, go to the Format menu → Style → H → Heading 4 → Modify as before.
28. When the Modify Style dialog box pops up, click on the Shortcut key button on the bottom right.
29. The Customise Keyboard dialog box pops up with Heading 4 highlighted in the Commands textbox, as shown below.

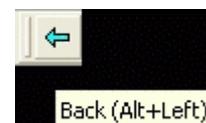


30. Put your cursor in the box where it says Press new shortcut key and enter a shortcut key. I follow the pattern that Word uses for headings 1 to 3 and enter Ctrl+Alt+4.
31. If the shortcut is used for anything else, Word warns you underneath the text box. If the shortcut is assigned to something that you will never use, ignore the warning. Ctrl+Alt+4 is currently unassigned.
32. If you have created a separate template for your dissertation, make sure that it shows in the Save changes in list box.
33. Click on the Assign button.
34. Now, whenever you press the Control, Alt and 4 keys together, the paragraph your cursor is in will be formatted as a Heading 4.

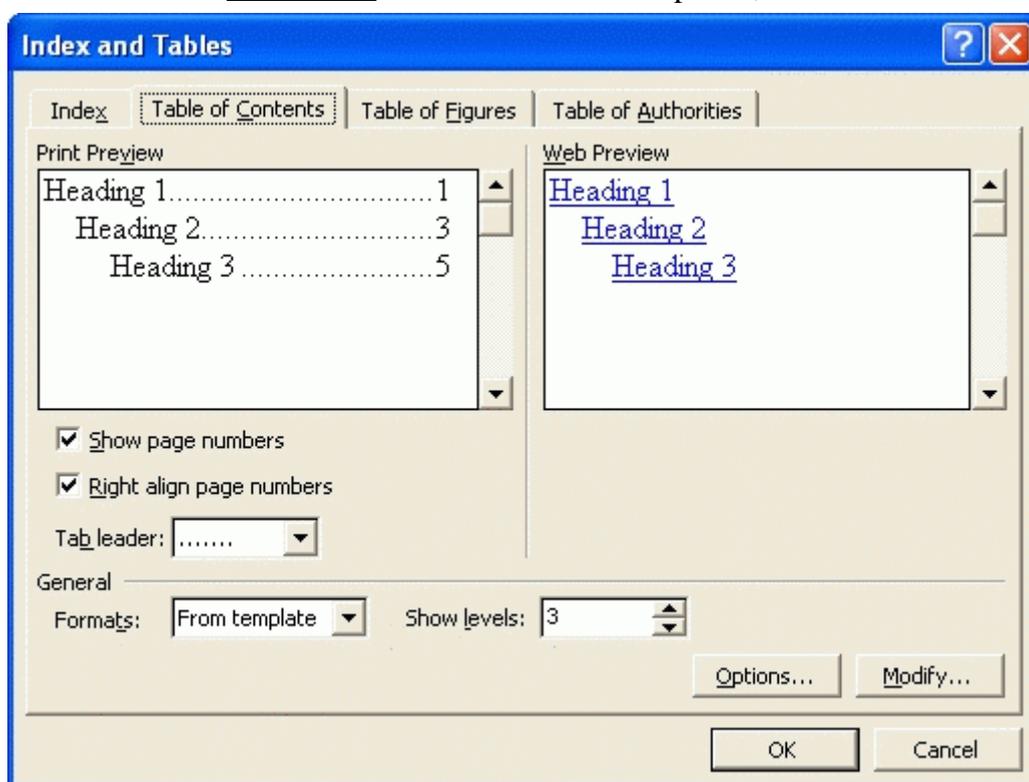
I assign Ctrl+Alt+b as my shortcut for Body Text.

Automatic Table of Contents

After you have formatted your headings, you can tell Word to list them in a TOC. They are hyperlinked to the headings in the text so you can click on an entry in the TOC and jump to the heading in the text. You can then click on the left arrow in Web menu to jump back to the TOC.



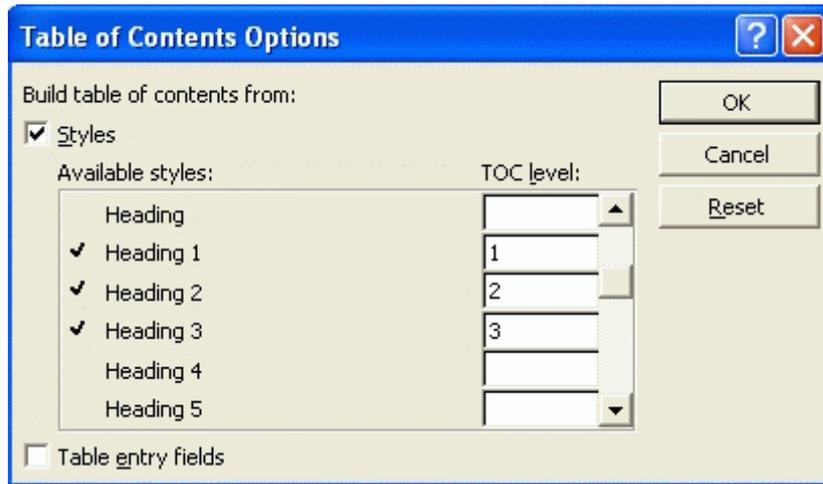
35. Place your cursor where you want the TOC. Go to the Insert menu and choose the Index and Tables... option, as shown on the right.
36. The Index and Tables dialog box pops up. Click on the Table of Contents tab to see the default options, as shown below.



You could just accept the default options. They would display Headings 1 to 3 as shown in the dialog box's Print preview window.

OPTIONS

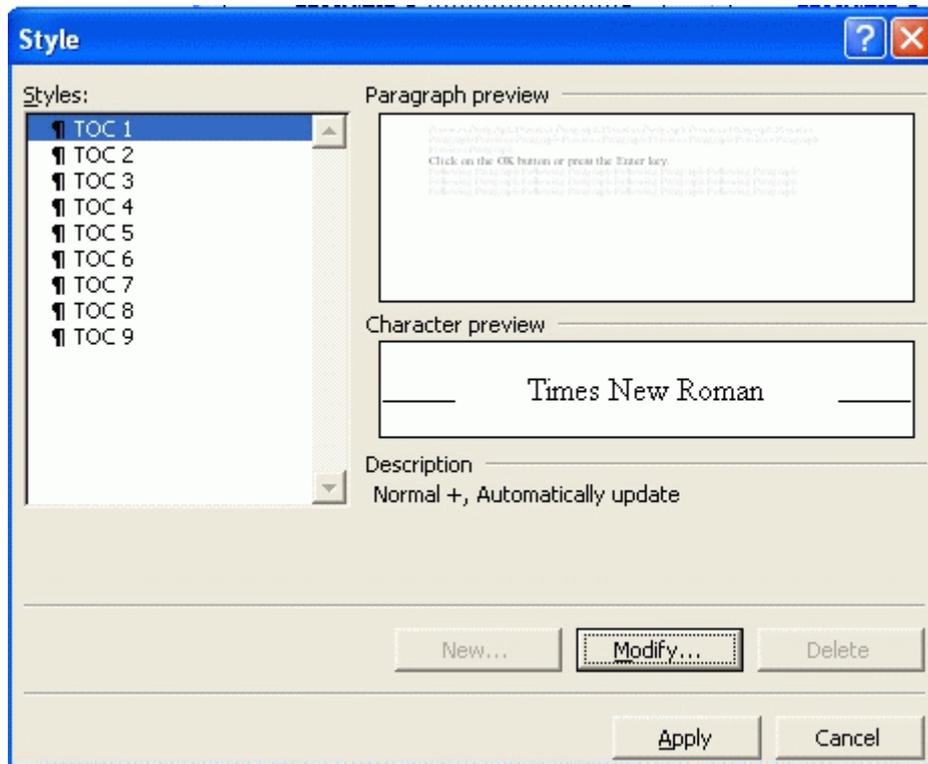
37. If you want Heading 4 to show in the TOC, click on the Options... button in the Index and Tables dialog box.
38. The Table of Contents Options dialog box pops up. Scroll down the TOC level boxes to Heading 4 as shown below.



39. Type a 4 in the TOC level box beside it.
40. Make sure no style is ticked listed in the Available styles that you do not want in your table of contents, such as Title. If it is, delete the number from the TOC level box.
41. Click on the OK button or press the Enter key.

MODIFY

42. If you want to change how the headings are displayed in the TOC, click on the Modify... button.



Heading 1 is displayed as TOC 1. Heading 2 is displayed as TOC 2, and so on.

If you highlight any of the TOC Styles and press the Modify... button, you will be able to change the style just as you did for the Headings and the Body Text.

Update

Whenever you have made any changes to your dissertation, you must manually update your TOC.

43. Place your cursor somewhere in it and press the F9 function key.
44. The Update Table of Contents dialog box pops up, as shown below.



45. Usually you only have to update page numbers so just click on OK or press Enter.
46. If you have made changes to your headings, tick Update entire table then click on OK or press Enter.

Exactica's mission is to be a support structure for students of advanced degrees, mainly in South Africa and its neighbouring countries. At www.exactica.co.za we have more tools for dissertation writers. They are copyrighted but free for personal use.