**Table of Contents Generator in Word**

 **Quick Reference Guide & Dissertation Template**

This document contains:

1. On the next page, a quick reference guide explaining the use of document sections, heading styles and the automatic table of contents generator.
2. On subsequent pages, a template using these features in a format suitable for dissertations / reports.

Sue Naylor
04.08.20

**Quick Reference Guide**

|  |  |  |
| --- | --- | --- |
|  | Divide the document into the number of sections needed  | Section breaks allow you to set up different numbering (and/or page layout) for different sections of the document. Typically, you will need 3 sections for a dissertation (cover page(s), abstract & contents, and main body.On the **Layout** tab, select **Breaks** and **Section Break -** **Next Page**. |
|  | Display formatting information | It can be helpful to see document formatting information to show where the section breaks are - click the ¶ symbol (**Home** tab). |
|  | Set up separate footers for the different sections | **Insert** tab then **Footer** – **Edit Footer** for the different sections. Cancel **Link to Previous** (click at top of screen)for sections 2 onwards so that you can reset / reformat page numbering as required. |
|  | View the Navigation Pane  | **View** tab and select **Navigation Pane**. This is a useful summary of headings. Click on a heading in the Navigation Pane to move to that heading within the document. Dragging and moving a heading in the Navigation Pane will also move the contents beneath that heading. |
|  | Set up automatic headings  | For numbered headings, drop down the **Multilevel List** options on the **Home** tab (positioned beneath **Review** on the screen) and left-click the bottom-right box starting ‘**1 Heading 1**’. |
|  | Use automatic headings | Insert an automatic heading at the current line in your document by left-clicking on the chosen heading level shown in the **Styles** group. Note that you can backspace over the inserted number if it is not required for a particular heading, e.g. Abstract and References. The heading will still be picked up by the Table of Contents generator. |
|  | Adjust heading style if needed | Change the format of a heading by right-clicking the heading name in the **Styles** group, then select **Modify**.Note that the default colour for headings is blue (change to black). |
|  | Generate table of contents | Select **References**, **Table of Contents**, and click desired format. The table of contents will be inserted automatically. |
|  | Updating | Note that the Navigation Pane updates dynamically. The table of contents page must be explicitly updated (left-click or right-click over table and left-click ‘**Update’**). For a full update, select ‘**Update entire table**’. |

(This is the first page of the template = cover page)

# Acknowledgements

# Abstract

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# Introduction

## Context

## Definitions

## Research Question

## Aims and Objectives

## Overview of Chapters

# Literature Review

## Introduction

## Selection of Literature

## Theme A

## Theme B

## Theme C

## Conclusion to Chapter

# Methodology

(add subheadings)

# Findings

(Note the use of the ‘Quote’ style (drop down from the Styles list) for indented quotations, especially useful for qualitative studies where participants’ spoken words are quoted.)

Ewbewf wf wd fwd v sdf vsdf vs fd vsf vsf vs fv sfv sf vs f vsf v sd v sfv s vs fv s bsv fv s bvs.

# Discussion

(add subheadings)

# Conclusion and Recommendations

(add subheadings)

# References

# Appendix 1 - Title

(Section break before next page to allow for landscape format)

# Appendix 2 - Title

(Another section break to return to portrait format)

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