

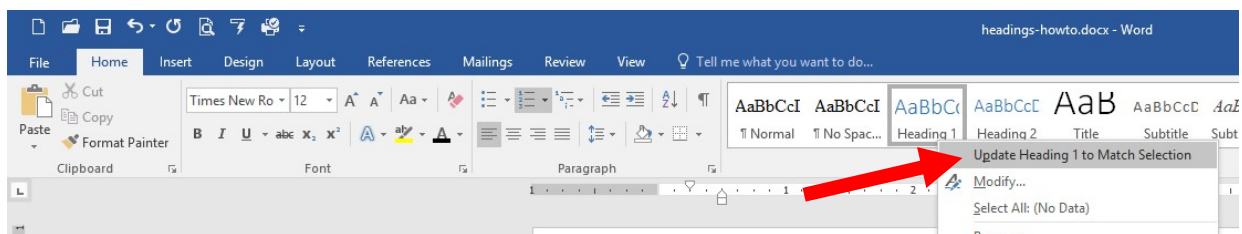
**NEW: Page/Chapter Titles can now be all caps OR title case.**

## Thesis/Dissertation Heading Label Configuration in Microsoft Word

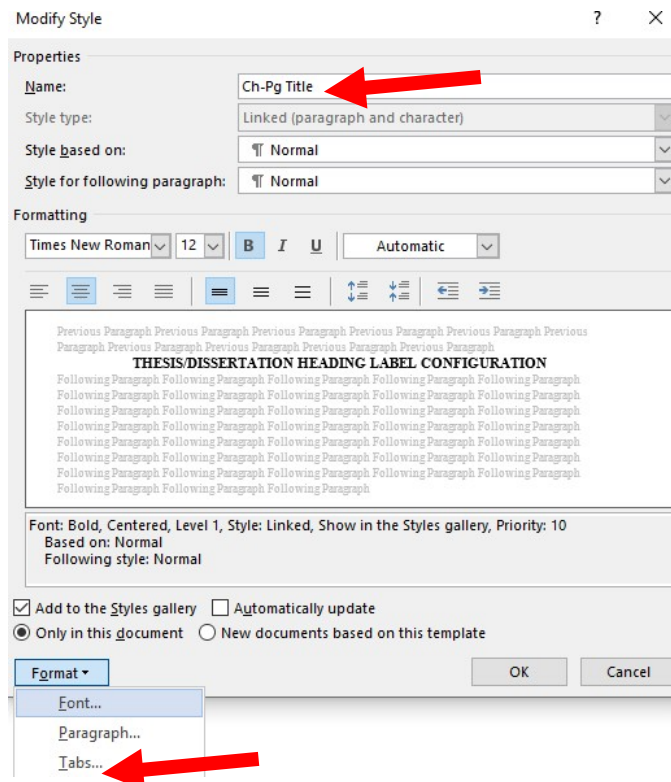
Review the headings section on the Content/Chapters page because the first time you make each of the six types of headings in your paper, you will have to format them manually.

### Page Title / Chapter Title

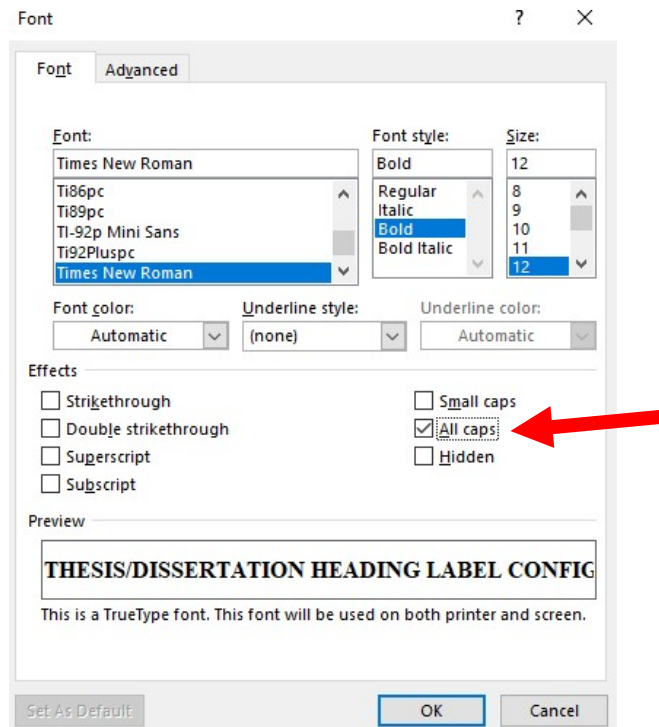
1. The first time you make a page title or chapter title, type the text using title case where keywords are capitalized (example: Title Case for the Headings). This capitalization is important for auto-formatting the table of contents. For example, if you type your headings in all lower-case letters, your table of contents will be in all lower-case letters.
2. Highlight the text and use the appropriate tools at the top to make sure it is centered, bold, and all caps.
3. While the title text is still highlighted, right click on the Heading 1 Style and select Update Heading 1 to Match Selection.



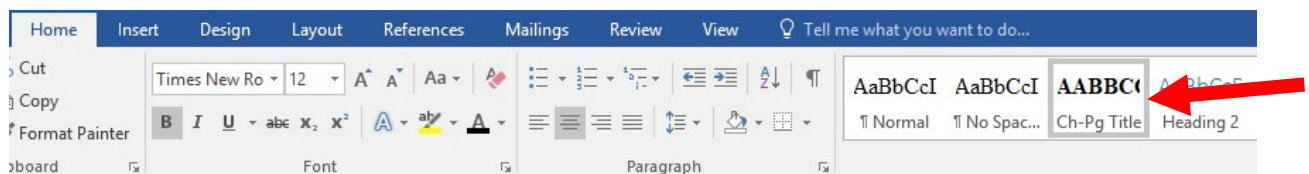
4. Right click again on the Heading 1 style and select “Modify...”
5. In the Modify Style popup, change the Name text to Ch-Pg Title, then click on the Format box in the bottom left of the popup and select Font.



6. In the Font popup, check the box for All caps.



7. Click OK in the Font popup, then click OK in the Modify Style popup.
8. In the Styles box at the top, there is now a Ch-Pg Title option, and it is now formatted centered, bold, and all caps.

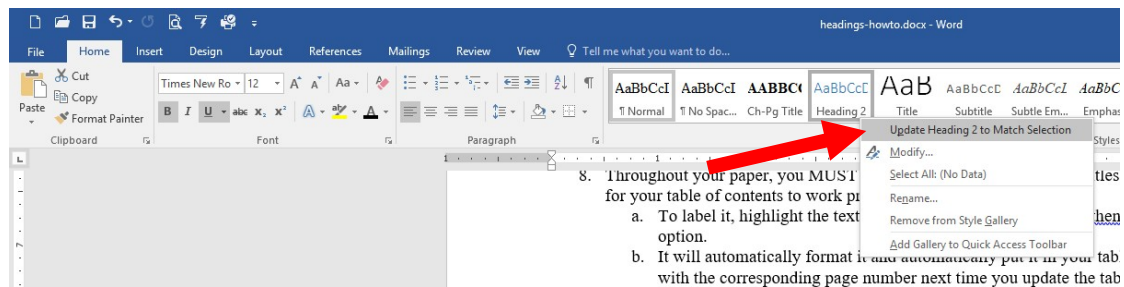


9. Throughout your paper, you MUST label all chapter titles and page titles with this style for your table of contents to work properly.
  - a. To label it, highlight the text of the chapter title or page title, and then click on this style.
  - b. It will automatically format it and automatically put it in your table of contents with the corresponding page number next time you update the table of contents.

### Level 1 Headings

1. The first time you make a level 1 heading; format it as specified in the table on the Content/Chapters page.

2. Highlight the properly formatted level 1 heading, right click on the Heading 2 Style and select Update Heading 2 to Match Selection.



3. Right click again on the Heading 2 style and select "Rename..."
4. In the Rename Style popup, change the text to Level 1, and then click OK.
5. Throughout your paper, you MUST label all level 1 headings with this style for your table of contents to work properly.
  - a. To label it, highlight your level 1 heading, and then click on this style.
  - b. It will automatically format it and automatically put it in your table of contents with the corresponding page number next time you update the table of contents.

### Level 2 Headings

1. The first time you make a level 2 heading; format it as specified in the table on the Content/Chapters page.
2. Highlight the properly formatted level 2 heading, right click on the Heading 3 style and select Update Heading 3 to Match Selection.
3. Right click again on the Heading 3 style and select "Rename..."
4. In the Rename Style popup, change the text to Level 2, and then click OK.
5. Throughout your paper, you MUST label all level 2 headings with this style for your table of contents to work properly.
  - a. To label it, highlight your level 2 heading, and then click on this style.
  - b. It will automatically format it and automatically put it in your table of contents with the corresponding page number next time you update the table of contents.

### Level 3 Headings

1. The first time you make a level 3 heading; format it as specified in the table on the Content/Chapters page.
2. Highlight the properly formatted level 3 heading, right click on the Heading 4 style and select Update Heading 4 to Match Selection.
3. Right click again on the Heading 4 style and select "Rename..."
4. In the Rename Style popup, change the text to Level 3, and then click OK.
5. Throughout your paper, you MUST label all level 3 headings with this style for your table of contents to work properly.

- a. To label it, highlight your level 3 heading, and then click on this style.
- b. It will automatically format it and automatically put it in your table of contents with the corresponding page number next time you update the table of contents.

#### **Level 4 Headings**

1. The first time you make a level 4 heading; format it as specified in the table on the Content/Chapters page.
2. Highlight the properly formatted level 4 heading, right click on the Heading 5 style and select Update Heading 5 to Match Selection.
3. Right click again on the Heading 5 style and select "Rename..."
4. In the Rename Style popup, change the text to Level 4, and then click OK.
5. Throughout your paper, you MUST label all level 4 headings with this style for your table of contents to work properly.
  - a. To label it, highlight your level 4 heading, and then click on this style.
  - b. It will automatically format it and automatically put it in your table of contents with the corresponding page number next time you update the table of contents.

#### **Level 5 Headings**

1. The first time you make a level 5 heading; format it as specified in the table on the Content/Chapters page.
2. Highlight the properly formatted level 5 heading, right click on the Heading 6 style and select Update Heading 6 to Match Selection.
3. Right click again on the Heading 6 style and select "Rename..."
4. In the Rename Style popup, change the text to Level 5, and then click OK.
5. Throughout your paper, you MUST label all level 5 headings with this style for your table of contents to work properly.
  - a. To label it, highlight your level 5 heading, and then click on this style.
  - b. It will automatically format it and automatically put it in your table of contents with the corresponding page number next time you update the table of contents.