

Formatting Guide

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Using Heading Styles

Heading styles are used to differentiate between the levels of headings. If done correctly, it will make creating a table of contents much easier.

STEP 1:

Determine the divisions and sub-sections of your work. Give each section a heading. It will be easier if done as you go rather than at the end.

First Main section (Level 1 Heading) 

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla eget mattis lectus, ut pellentesque nulla. Etiam ac ullamcorper velit. Maecenas non-cursus purus, eu faucibus diam. Curabitur nec porttitor nisi. Pellentesque sed aliquam est, nec consequat arcu. Morbi dictum sit amet quam sit amet luctus. Aenean porttitor tortor lectus, ut maximus elit eleifend non. Vestibulum egestas lacus nec aliquet mattis. Quisque aliquam rutrum ligula, eget faucibus justo egestas id. Morbi mi metus, sodales eu purus non, commodo mattis urna.

STEP 2:

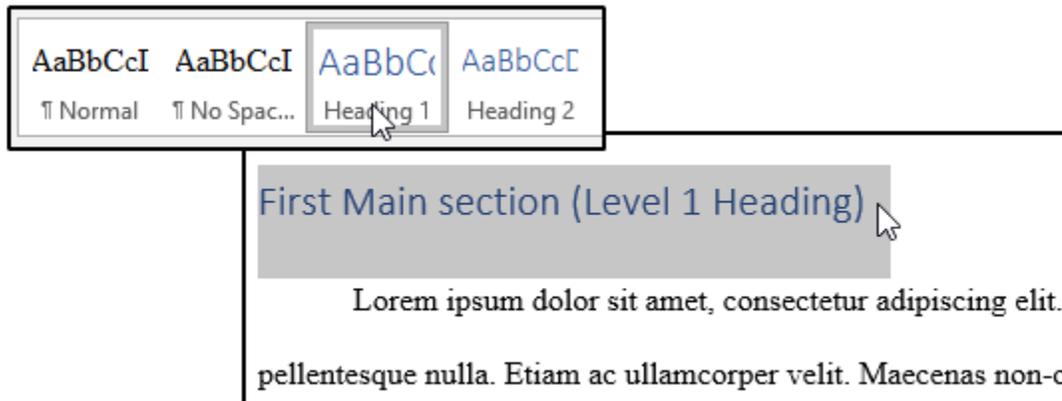
Note the pre-formatted styles in the editing ribbon.



The screenshot shows a ribbon with various text styles. The styles include: Normal, No Spacing, Heading 1, Heading 2, Title, Subtitle, Subtle Emphasis, Emphasis, Intense Emphasis, Strong, Quote, Intense Quote, Subtle Reference, Intense Reference, and Book Title. A green arrow points to the 'Styles' label at the bottom of the ribbon.

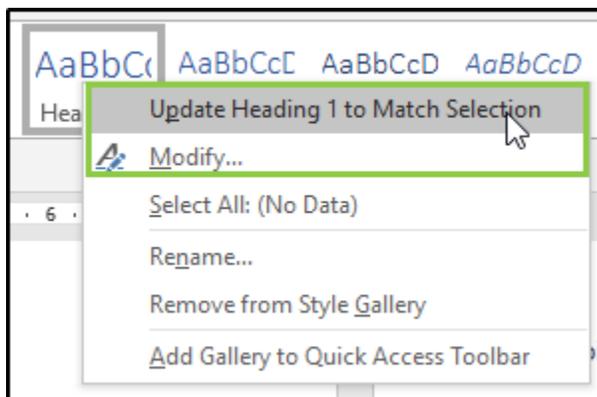
STEP 3:

Highlight the heading in your writing and chose an appropriate heading style. This will change the look of the heading to match the pre-formatted style and designate this as a heading that will be included in your Table of Contents.



STEP 4:

If you dislike the pre-formatted styles, you can modify them to your preference. Format the text the way you want it to appear. You can change the font, color, paragraph spacing, etc. Once you are content with it, right click on the style you want to change and choose “Update [heading name] to Match Selection”. Alternatively, you can choose “Modify” and make your changes in the dialog box that appears rather than in the text of your writing.

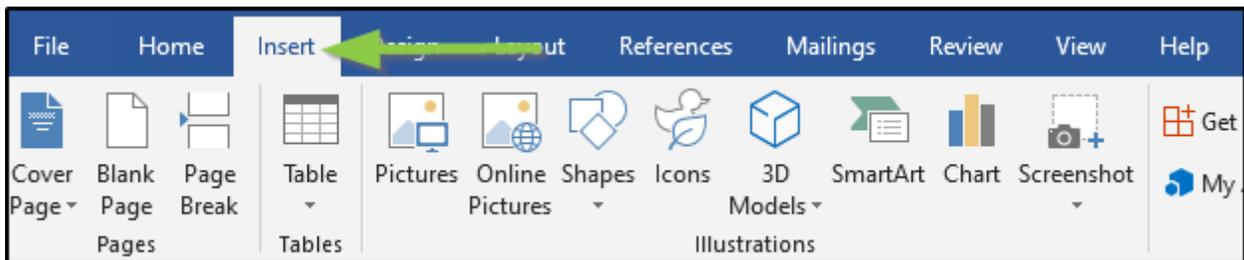


Creating & Formatting Page Numbers

Most formal writing requires page numbers. To learn the basic steps for creating page numbers, refer to Steps 1-3. To learn how to create and format different types of page numbers within the same document, refer to the Formatting Instructions at the end.

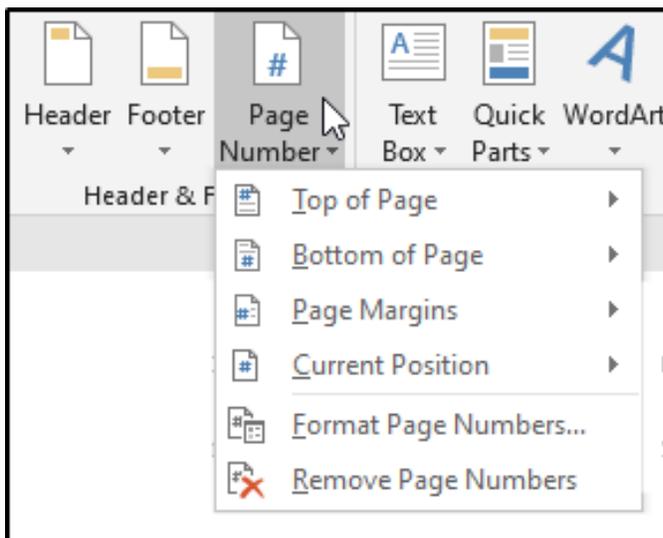
STEP 1:

Go to the “Insert” tab of your document.



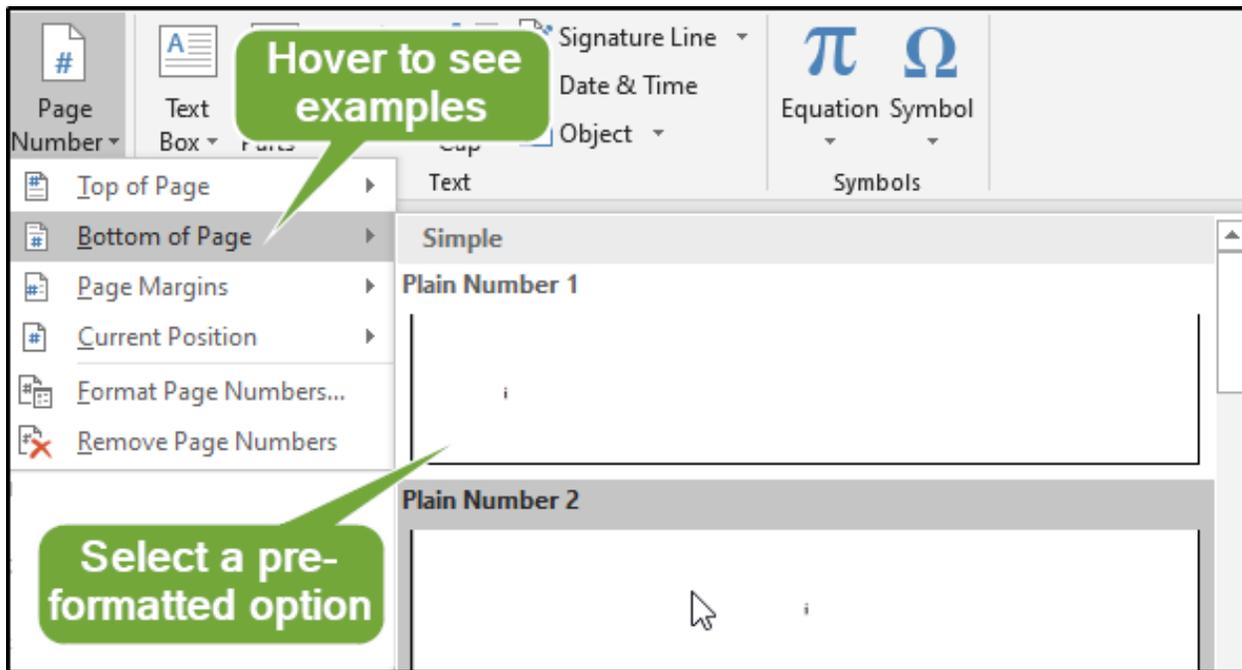
STEP 2:

In the editing ribbon, you should now see a section for “Header & Footer”. In this section, you will find an icon with the words “Page Number” and a drop-down arrow indicating more options. Click on this icon to open the drop-down menu.



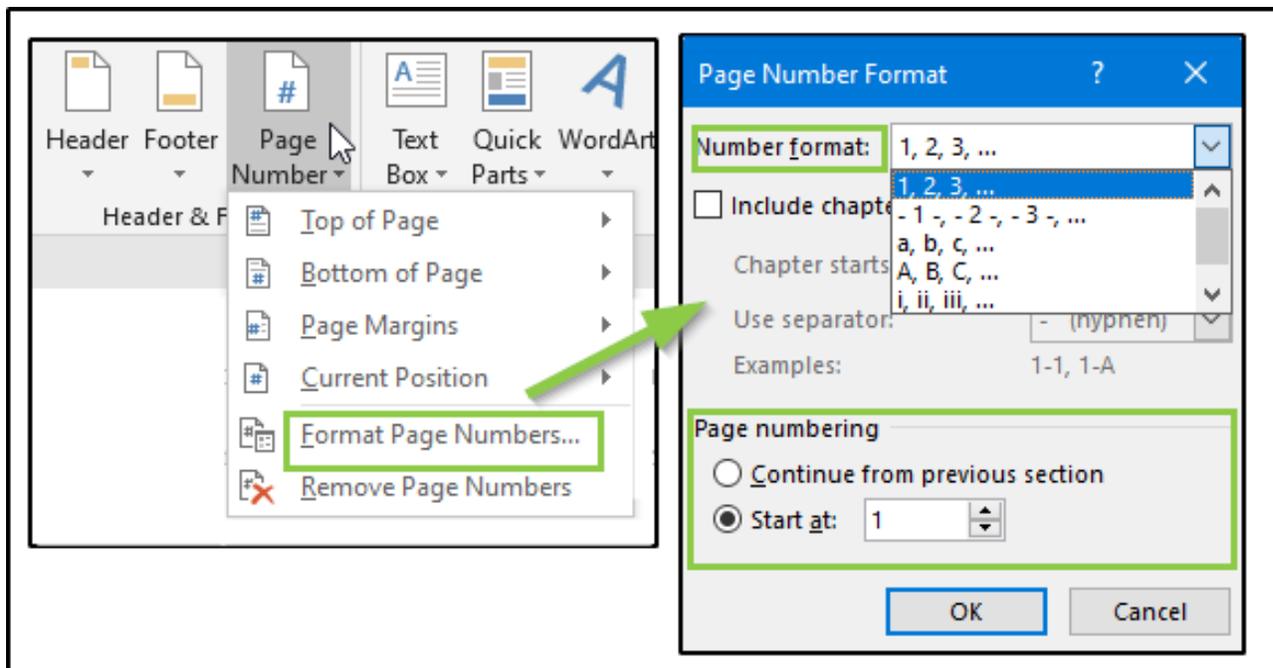
STEP 3:

Hover over the option that designates the desired location of the page number, and you will be presented with several pre-formatted options. Choose the option that corresponds with any formatting instructions given by your instructor or the academic style guide that you are using. This will automatically number your pages using the format that you chose.



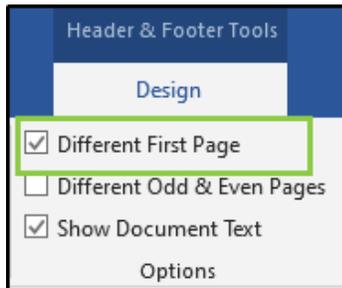
FORMATTING INSTRUCTIONS:

To format your page numbers, return to the “Page Number” options. Choose “Format Page Numbers...” which will open the “Page Number Format” dialog box. The first option is a drop-down menu next to the words “Number format”. The drop-down menu gives several options for the type of pagination you can use. This is where you can change the numbers to small Roman numerals for your cover page, table of contents, and lists of figures and tables. The option “Page numbering” allows you to control the numbering between sections by letting you have a different type of numbering or by restarting the numbering after a section break. In order to have two different styles of numbering (e.g., Arabic numerals and Roman numerals) within the same document, you will need to use a section break to separate the two numbering systems and format them individually by opening the “Page Number Format” dialog box while viewing a page from the section you want to format. For more on section breaks, see the [Section Break Guide](#).



UNNUMBERED TITLE PAGE:

If your instructions or style guide require you to have an unnumbered title page, double click on the footer to bring up the “Design” tab and check the box for “Different First Page” before creating your page numbers.

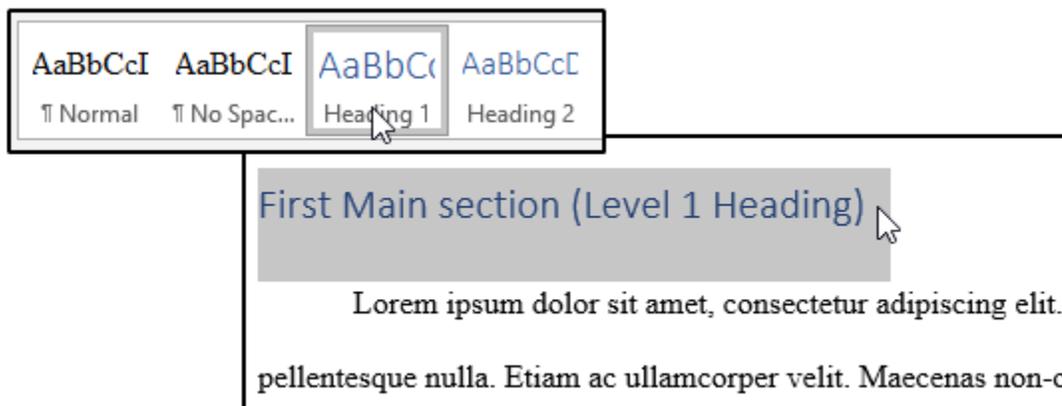


Creating a Table of Contents

If you've used heading styles, then creating a Table of Contents (TOC) can be done automatically. Even if you add headings later, the TOC can be easily updated.

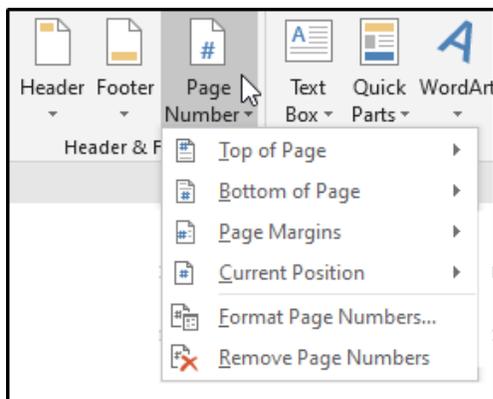
STEP 1:

Use heading styles to appropriately divide your work into sections and sub-sections. If you need help, see the section of the guide that refers to [heading styles](#).



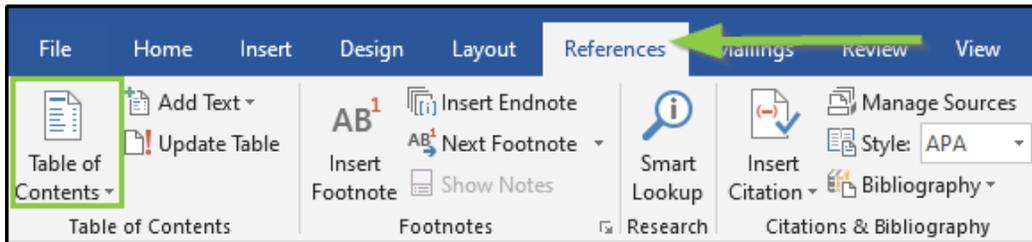
STEP 2:

Insert page numbers and check to see that they are accurate and formatted to suit your needs. If you need help, see the section of the guide that refers to [creating page numbers](#).



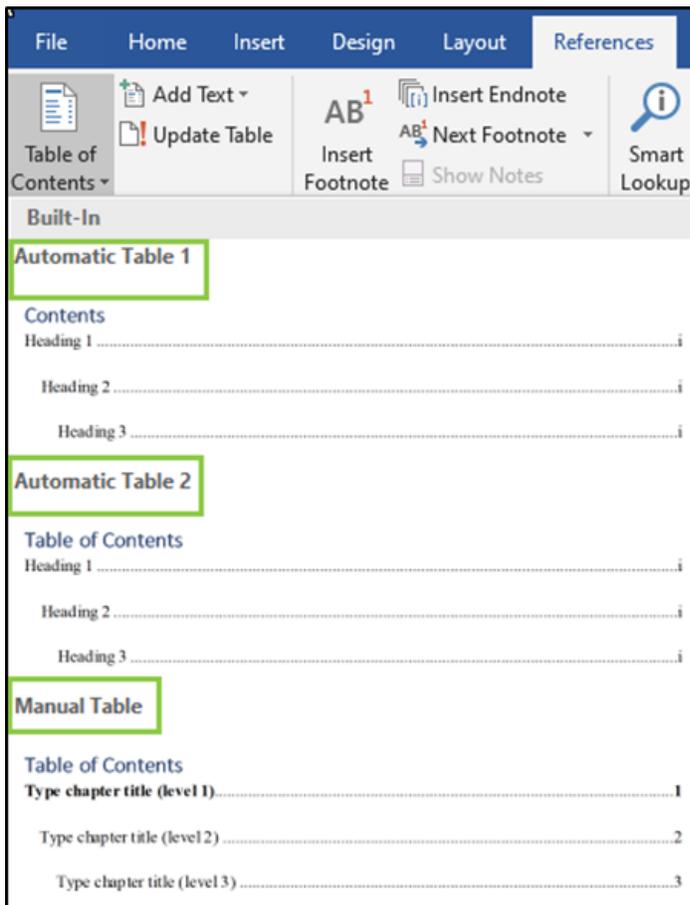
STEP 3:

Once your document has heading styles denoting the important divisions and appropriate page numbers, you're ready to create a table of contents. Go to the "References" tab of your document and find the "Table of Contents" icon with an arrow indicating a drop-down menu.



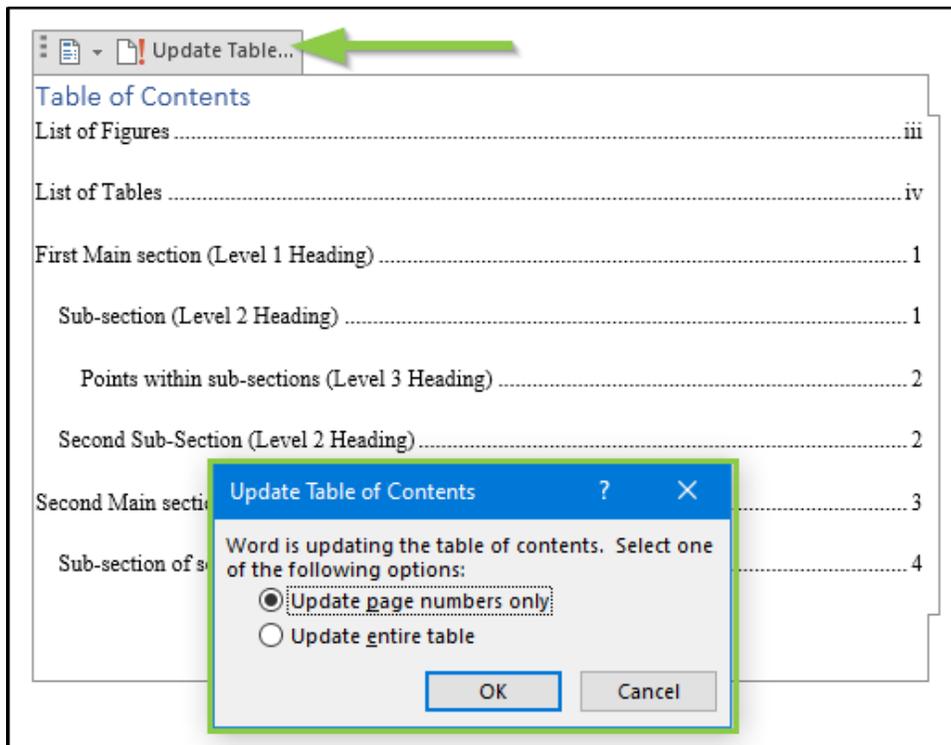
STEP 4:

Click on the "Table of Contents" icon to bring up the drop-down menu. If you choose an "Automatic Table" option, Microsoft will automatically use your headings and page numbers to create a Table of Contents. You can choose "Manual Table" to construct the table yourself.



UPDATING AN AUTOMATIC TOC

If you make changes to your document after creating an automatic Table of Contents, you can quickly update your table of contents to add any new headings or change the page numbers. Click on the table of contents to bring up the “Update Table” option. Click on “Update Table” to get a dialog box. If you only added length to your work, you can check “Update page numbers only”. If you added a heading section, check “Update entire table”. Click OK and you should see the change in your Table of Contents.



ADDING OR DELETING TEXT FROM AN AUTOMATIC TOC

Sometimes automatic tables may pick up text that you didn't intend to be on your Table of Contents or leaves off wording that should have been included. Usually it has to do with heading styles. Here are some troubleshooting quick fixes:

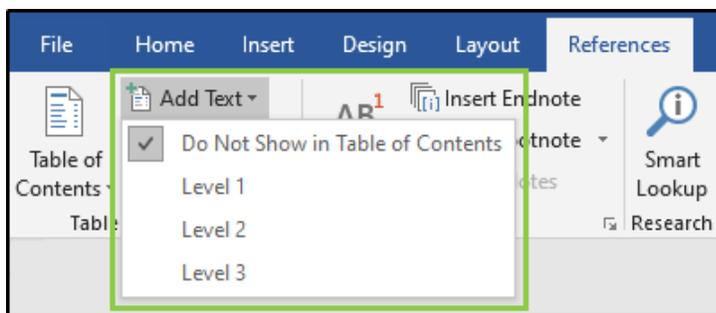
Check Your Headings

Check to see if the wording was denoted as an appropriate style. If a heading didn't show up on your TOC, check to make sure it was given a heading style.

If an entire paragraph of text showed up on your TOC, make sure it didn't accidentally get marked with a heading style. Highlight the text and click on the "normal" heading style. Normal shouldn't show up on your TOC.

Use "Add Text"

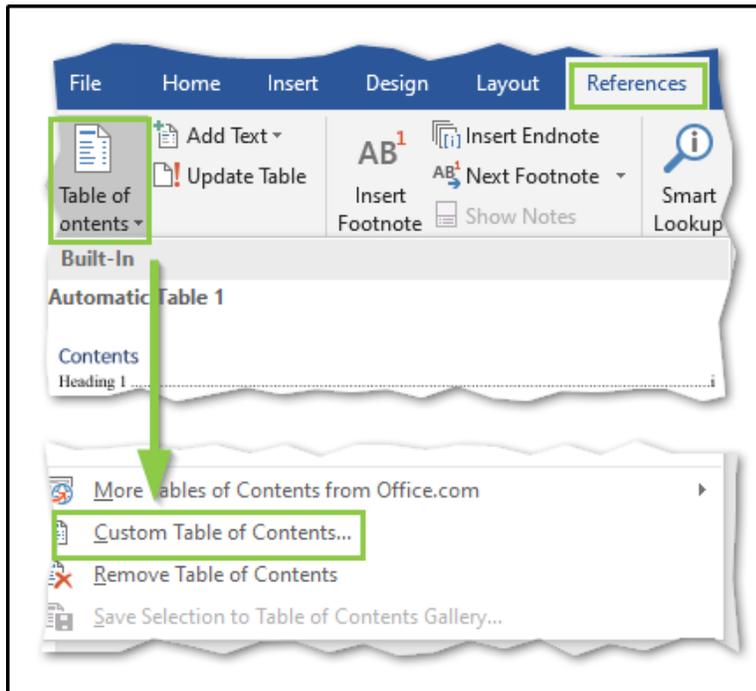
The "Add Text" drop-down menu on the "References" tab of your document can help you quickly manage what appears and doesn't appear on your TOC. For example, if you used the "Subtitle" heading style but you don't want it on your TOC, you can select the text in your document and use "Add Text" to mark that level as "Do Not Show in Table of Contents" and that heading style will be removed from the TOC.



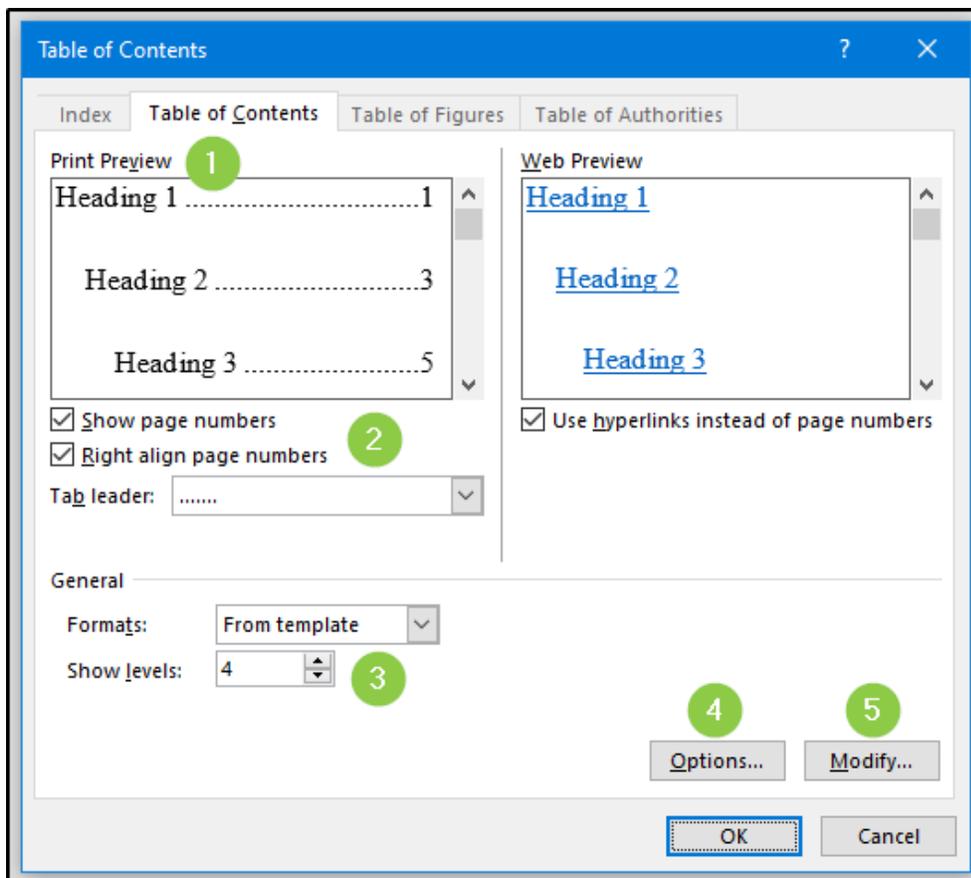
You can also change the level of selected text by choosing a different Level in the drop-down box.

FORMATTING A TOC

Another way to make cosmetic changes to your TOC is by using the Custom Table of Contents option. Select your Table of Contents, then return to the “Table of Contents” drop-down menu and select “Custom Table of Contents”.



This will open a dialog box with formatting options.



1. Print Preview shows you what the text and indentation of your TOC will look like.
2. These options allow you to format the way the page numbers appear. “Tab leader” changes the space between the labels and the page numbers.
3. Change the overall style of your TOC with “Formats” options or change the number of heading levels shown in the TOC.
4. Choose “Options” to manually choose which heading levels should show in the TOC.
5. “Modify” allows you to change the style of individual levels in the TOC.

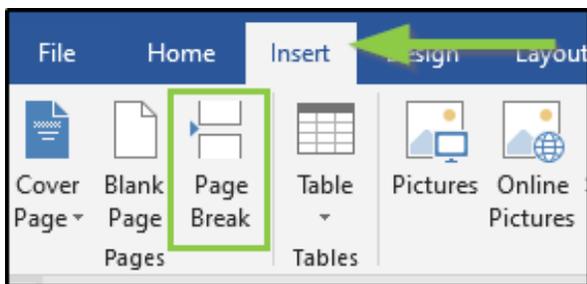
Click OK when you’ve made your changes. You will be asked if you want to replace the current TOC with the changes you made. Confirm and you should see the changes reflected in your TOC.

Creating Page Breaks

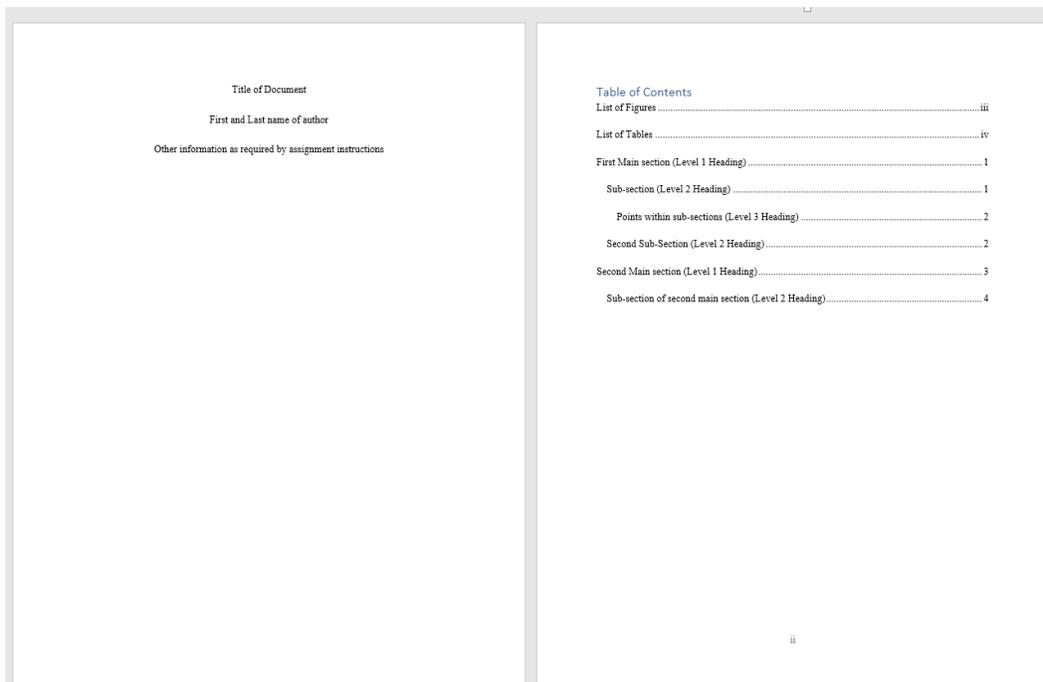
In some formal writings, you will need to create a title page or a table of contents. When you have a small amount of text on the page, pressing “Enter” until you get to the next page is a formatting nightmare. Instead, page breaks should be used to move instantly to the next page.

INSTRUCTIONS:

Place your cursor at the point where you want to insert a page break. Go to the “Insert” tab of your document and click on the “Page Break” icon.



This will add a blank page and move your cursor to the top of it where you can begin your next page leaving the rest of the previous page blank and without unnecessary formatting. See the example below:

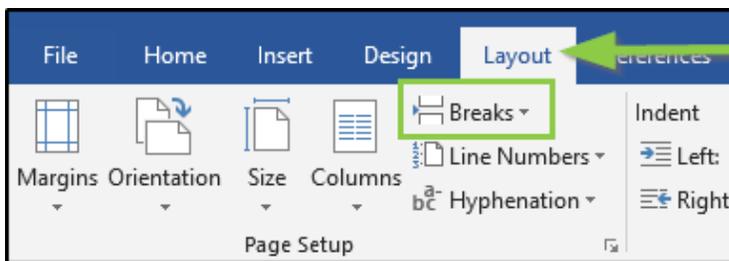


Creating Section Breaks

Section breaks are inserted into a document to allow the author to format different parts of the document individually. Adding a section break allows you to change the orientation of the pages, change headers and footers, format columns onto a page without columns, etc.

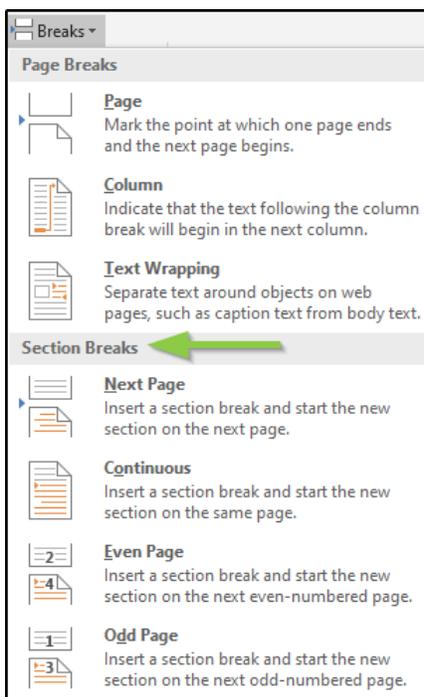
STEP 1:

Go to the “Layout” tab of your document and find the “Breaks” icon with an arrow indicating a drop-down menu.



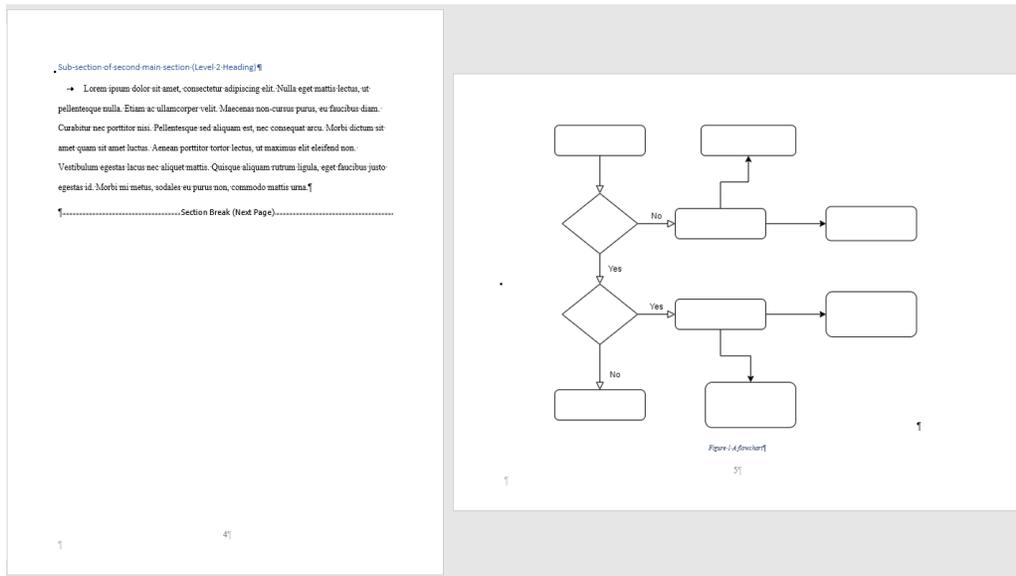
STEP 2:

Click on the “Breaks” icon to bring up the drop-down menu. Locate the options for section breaks and choose the option that best matches your needs.



“Next Page” Section Breaks

Using a “Next Page” section break will move you to the next page like a page break, but with the added advantage that you’ll be able to format that next page differently than the previous page. This is ideal if you need to change the orientation of the next page. See the following example:



“Continuous” Section Breaks

Using the “Continuous” section break creates a new section without creating a new page. This is ideal if you want to change the formatting within a page. Note the columns in the following example:

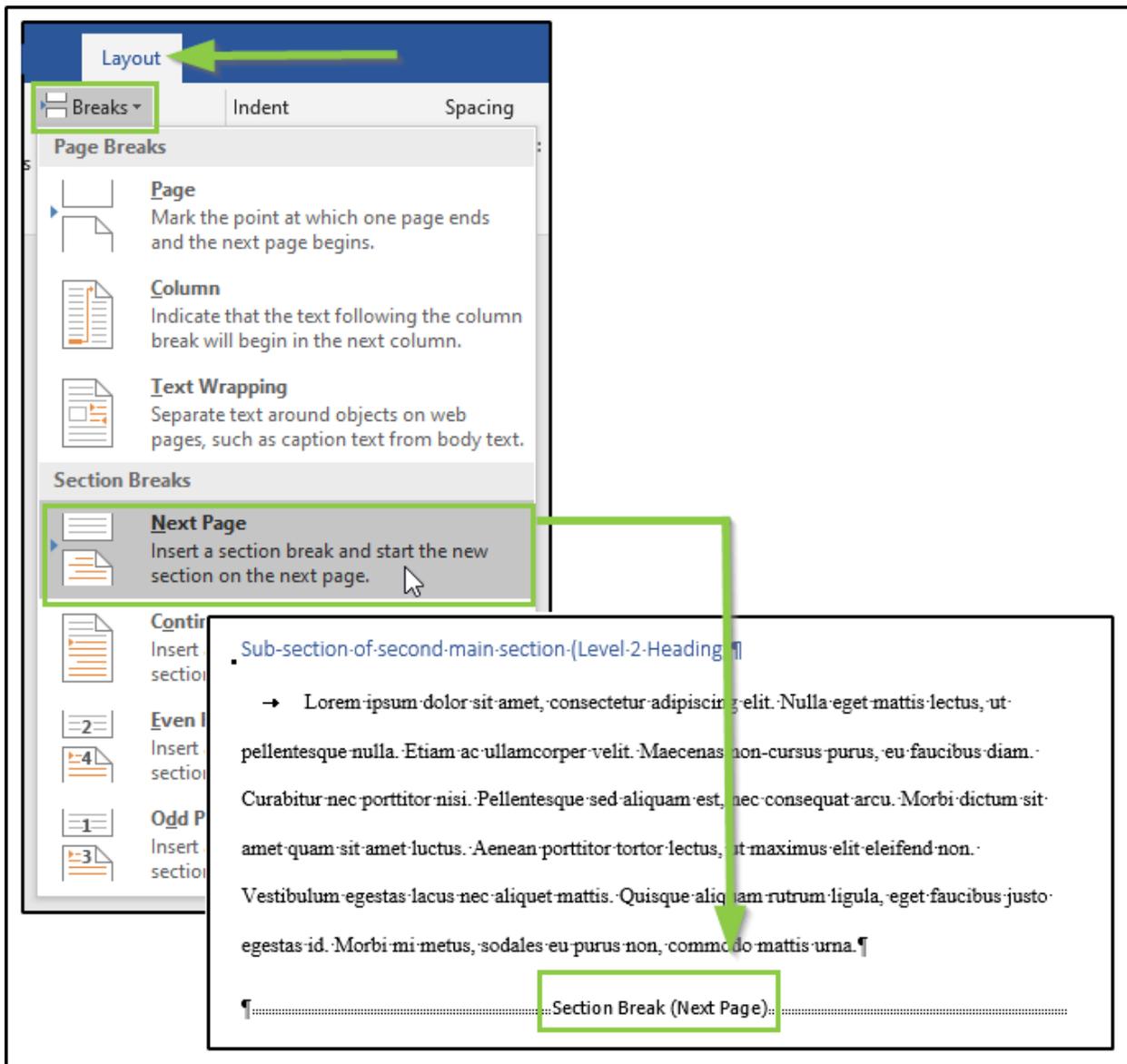


Changing Page Orientation

When adding large figures or charts, you may need to change the orientation of a page within a document.

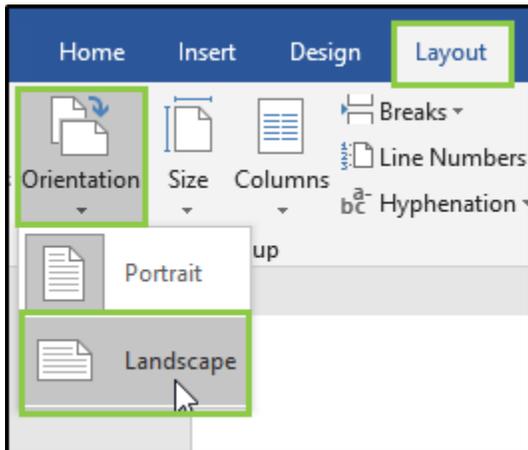
STEP 1:

Locate the position where you need a horizontal page. At the end of the previous page, [create a section break \(next page\)](#).



STEP 2:

Your cursor will be moved to the top of the next page. The section break will allow you to format this page without changing the format of previous pages. Go to the “Layout” tab of your document, click on “Orientation”, and choose the needed orientation.



If you want to return to Portrait orientation after this page, follow the steps again to create a section break and change the orientation.

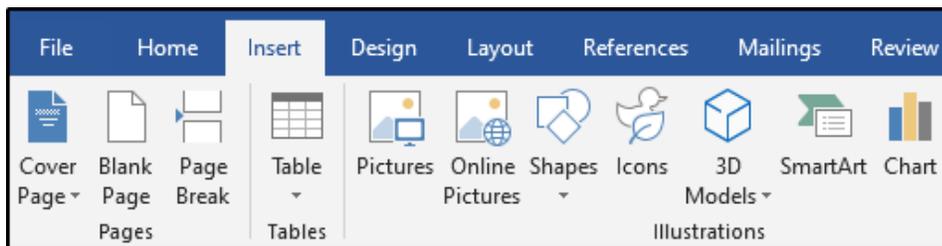
Adding a List of Figures or Tables

If your document includes multiple images, charts, or tables, you may wish to include a list for your readers. Lists of Figures and Lists of Tables are generally included immediately after the Table of Contents. Like the Table of Contents, they can be created with a degree of automation if you go through the following steps.

STEP 1:

Decide where the table or figure should go in your document. If it needs to be on a page by itself or the page needs to be turned horizontally, refer to Section Breaks and Page Breaks.

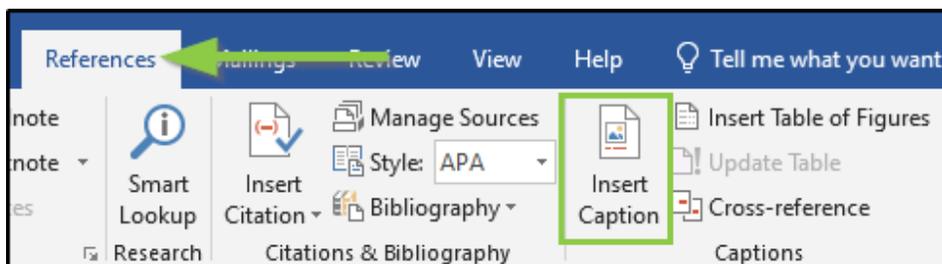
Insert your figure or table by going to the “Insert” tab of your document and choosing the appropriate icon.



Here you can add tables, pictures, charts, etc. to enhance your readers’ understanding.

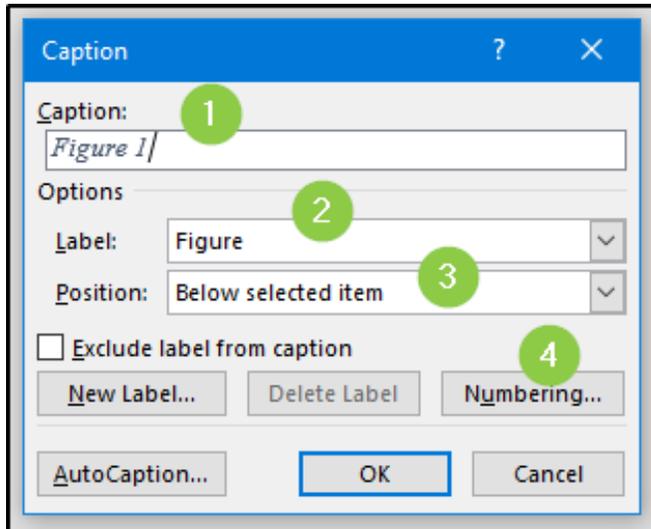
STEP 2:

Once you have inserted your figure or table, in order to automatically create a list, you have to give your figure or table a caption that specifies its function using the “Insert Caption” icon on the “References” tab.



STEP 3:

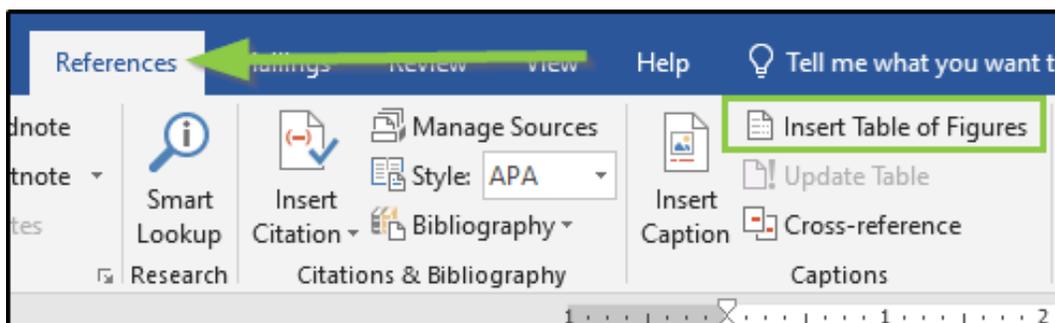
Select your figure or table and then click on the “Insert Caption” icon. A dialog box like the one below will open.



1. Give the item an appropriate name. This will appear on the List of Figures or List of Tables.
2. Choose a Label. The label is how you tell your List of Figures or List of Tables to include an item. You have the options “Figure”, “Table”, “Equation”.
3. Choose a position above or below the selected item.
4. You can format the numbering of your figures and tables by clicking on “Numbering”.

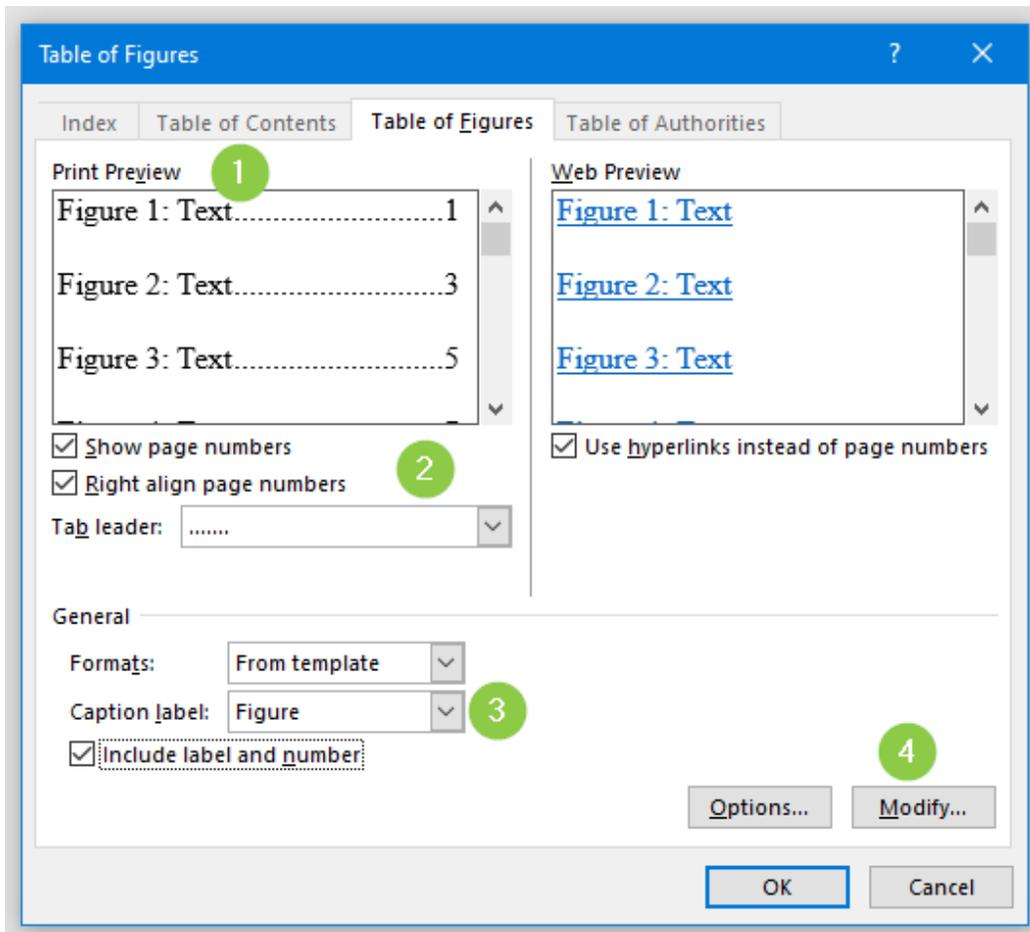
STEP 4:

Once your items are labeled, place your cursor where you want your list to appear in the document. Then return to the editing ribbon and select “Insert Table of Figures”. Use the same selection to create either a List of Figures or a List of Tables.



STEP 5:

This will open a dialog box with the following options:



1. Print Preview shows you what the text of your table will look like.
2. These options allow you to format the way the page numbers appear. “Tab leader” changes the space between the labels and the page numbers.
3. Change the overall style of your table with “Formats” options or use “Caption Label” to designate whether you want the list to include figures or tables.
4. “Modify” allows you to change the style of the text in the list.