



West Virginia University College of Law George R. Farmer, Jr. Law Library

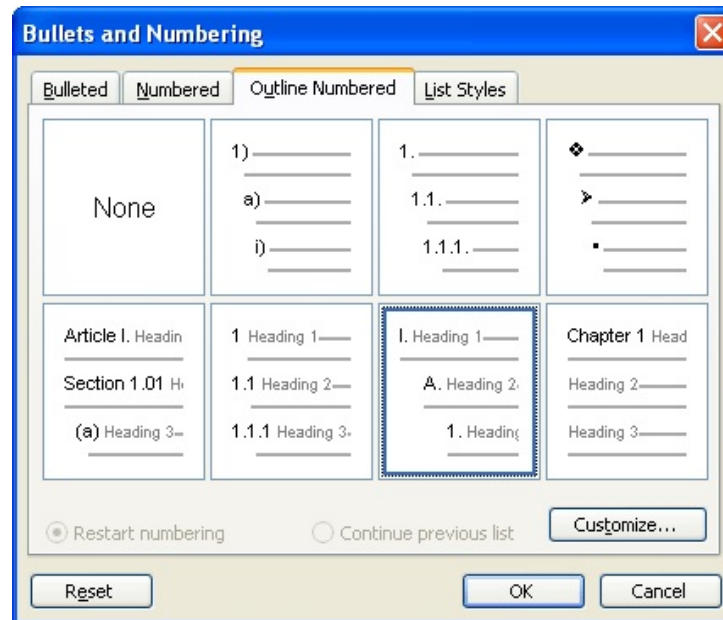
Creating a Table of Contents (Word 2003)

Open your Brief in Microsoft Word 2003. Make sure you have your Brief in the PRINT LAYOUT VIEW (From the VIEW menu, then select PRINT LAYOUT.)

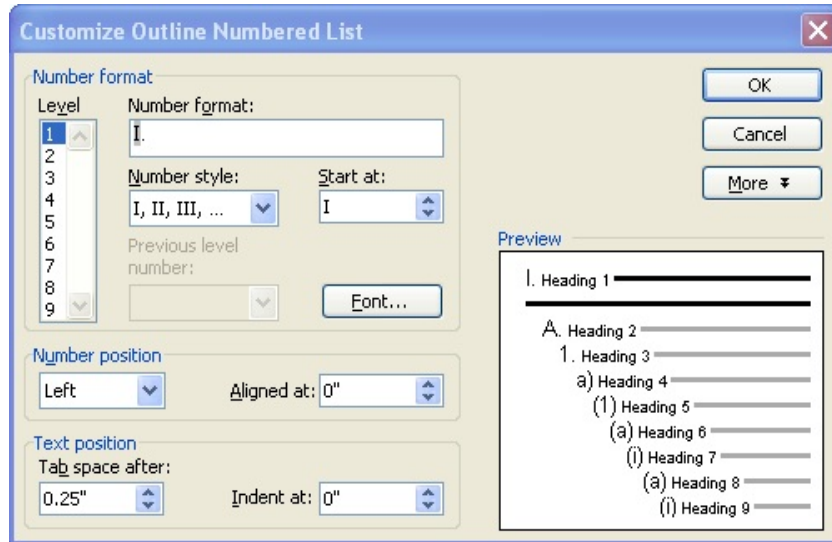
You can create the Table of Contents either before or after you have finished writing your Brief. Some people find it easier to format if they set up the table headings before writing the Brief, but it can be done at any point. Regardless of when you set up your table headings, you do not want to generate the Table of Contents until you are completely finished writing and editing your Brief.

SETTING UP YOUR TABLE HEADINGS

1. From the FORMAT menu, select BULLETS AND NUMBERING.
2. In the BULLETS AND NUMBERING window, choose the OUTLINE NUMBERED tab.
3. Click on the outline format that most closely resembles the format you wish to use for your Brief. Typically, this will be the format displayed in the second to last box on the bottom row (I. A. 1., etc.) Once you have highlighted the outline format of your choice, click on the CUSTOMIZE button just above the bottom right corner.



- In the CUSTOMIZE OUTLINED NUMBER LIST window, first click on MORE. This will display additional formatting option. In the NUMBER FORMAT box make sure that each level uses the appropriate number or letter format. In the LINK LEVEL TO STYLE drop-down box (located in the lower left corner), make sure that each level is linked to the heading style with the corresponding number.



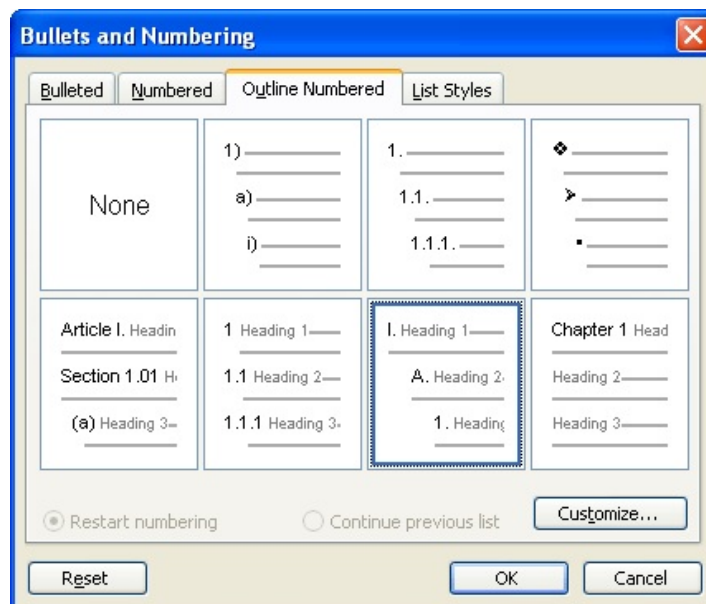
This is also where you can change the format options to your desired format choices for Font by clicking on the FONT button.

- Repeat this procedure for as many levels as you intend to use for your Brief's headings (you will seldom use more than four or five levels).

USING HEADINGS IN YOUR DOCUMENT

The best way to ensure that the headings in your Brief appear in the Table of Contents is to insert those headings through the BULLETS AND NUMBERING window found in the FORMAT menu.

- From the FORMAT menu, select BULLETS AND NUMBERING.
- In the BULLETS AND NUMBERING window, choose the OUTLINE NUMBERED tab, then highlight the outline style of your choice. Then click OK.

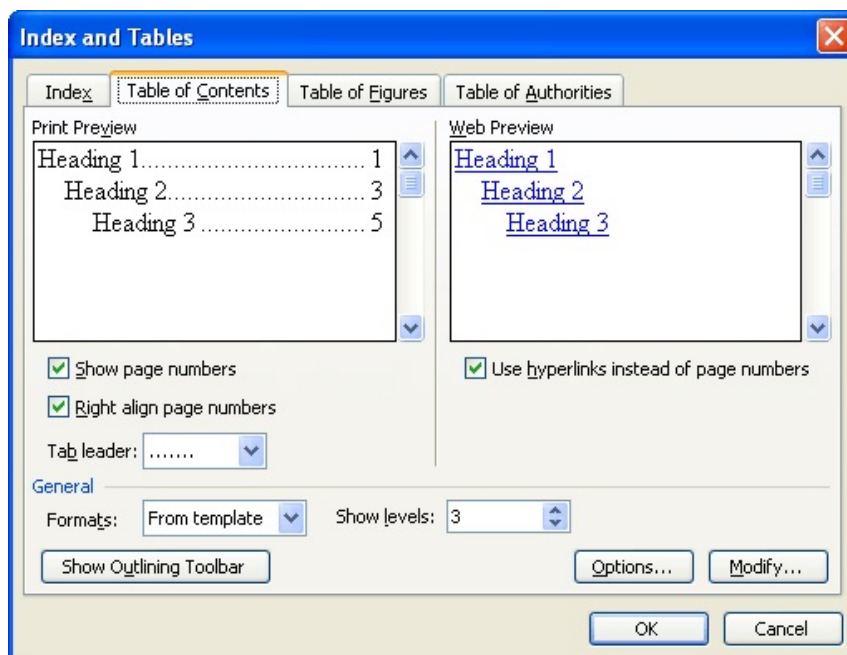


3. If the number or letter displayed does not correspond to the appropriate level you may move to lower levels by pressing TAB or to higher levels by pressing SHIFT+TAB.
4. Repeat the above steps for each heading in your outline.

NOTE: If you are generating the Table of Contents after you have completed the brief, you can mark the headings for the Table by highlighting the entire text of the existing heading and then perform steps 1, 2, and 3 above.

GENERATING THE TABLE

1. Place the cursor to the place in the text where you wish the Table of Contents to appear (generally a new, blank page at the beginning of the brief after your title page).
2. From the INSERT menu, select REFERENCE, then INDEX AND TABLES.
3. In the INDEXES AND TABLES window, choose the TABLE OF CONTENTS tab.



4. Be sure to check the box next to SHOW PAGE NUMBERS and RIGHT ALIGN PAGE NUMBERS
5. In the SHOW LEVELS dialog box, make sure the number corresponds to the number of levels you wish to appear in your Table of Contents.
6. By using the pulldown menu, select the desired TAB LEADER (generally the default choice - dot leaders).
7. In the FORMATS pulldown menu, select the Table of Contents format you prefer. (You may view samples by selecting each of them and glancing at the PRINT PREVIEW box.)
8. Click the OK button to create your Table of Contents. Word will insert a paginated Table of Contents into your Brief.

NOTE: You may alter the font or spacing of the Table of Contents by highlighting a portion of text before selecting the appropriate option under the FORMAT menu. If you change the pagination of

your Brief, that change should be reflected in your Table of Contents. You will generally want to insert a page break after the last line of the Table of Contents, so that it appears on a page or pages of its own.

If you have any questions, please contact Susan Wolford at susan.wolford@mail.wvu.edu or 304-293-6830.

Revised SEW 10/2007