CHAPTER 4

HOW TO USE THE TABLES AND LISTS

The Table of Contents is located in the contents file. The List of Tables is located in the tables file. The List of Figures is located in the figures file. DO NOT change these files unless you are certain of what you are doing.

Each Table of Contents and List of Tables/Figures was created by using the Index and Tables tool found in the Insert menu. The Table of Contents is designed to automatically collect all text using the heading styles for section titles, chapter titles, and subheadings. The List of Tables is designed to automatically collect all text using the Caption Table style. The List of Figures is designed to automatically collect all text using the Caption Figure style. Tables of contents and lists of tables/figures can be designed to gather text based on field codes. However, we do not discuss that option in our dissertation.

If you do not use our styles for creating tables of contents or lists you will need to investigate creating your own table of contents and lists.

To update the table of contents or lists using the styles that we provided, you must be inside the Master Document. Once you open the Master Document, make sure the Master Document is expanded and unlocked. This will allow the program to update all page numbers and files. In any view (Normal, Print Layout, Outline), scroll to the table of contents or list you want to update.

# For Windows

Place the cursor in the table of contents or list and update the field by pressing the Right Mouse Button. A drop-down dialog box will appear. Select Update Field. Another drop-down dialog box will appear. Choose between Update Entire Table or Update Page Numbers only. A new table of contents will be generated.

The table of contents and lists of tables and figures are treated by Word as if they were single objects. Make sure to generate your table of contents last, because any manual changes are lost at each full table update. You can update page numbers only without any loss of changes. After you generate the final table of contents, then make it conform to the Guide.

# For Macintosh Users

Place the cursor in the table of contents or list and update the field by pressing the F9 key. A drop-down dialog box will appear. Select Update Entire Table and press the OK button. A new table of contents and lists will be generated.

If you need to update only the page numbers, repeat the steps mentioned in the paragraph before but instead of selecting Update Entire Table, select Update Page Numbers Only. This will update the numbers of the table of contents and lists without replacing text.

The table of contents and lists of tables and figures are treated by Word as if they were single objects. If you update a table of contents or list, you will discover that the entire table of contents and all lists will be updated, not just one entry. If minor changes are required to a table of contents or list after it has been created, then remember that these changes will need to be made every time the table of contents or list is recreated.