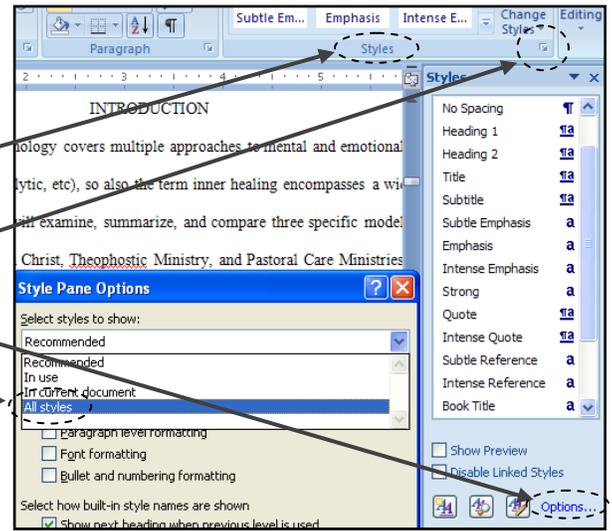


TURABIAN TABLE OF CONTENTS IN WORD 2007

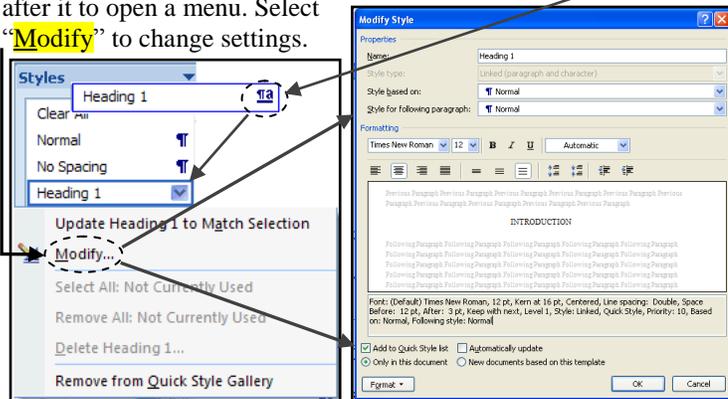
This outline is intended to help you create a Turabian TOC page.

Step 1: To create a Table of Contents, you must identify your paper headings in Word. Begin on a page where a MAJOR HEADING is located. This will usually be the page with your INTRODUCTION.

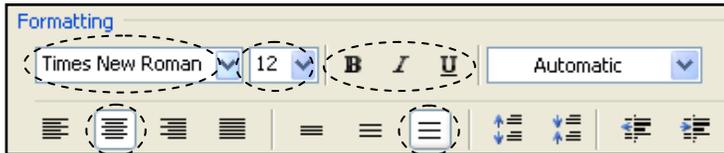
From the **Home** tab, go to the **Styles** box. On the bottom corner of the box, click on the **Options...** to open a styles menu. At the bottom, click on **Options...** to open the **Style Pane Options**. Select the **All styles** option from the top menu and click on **OK**. This will show "Heading 1" and "Heading 2" styles.



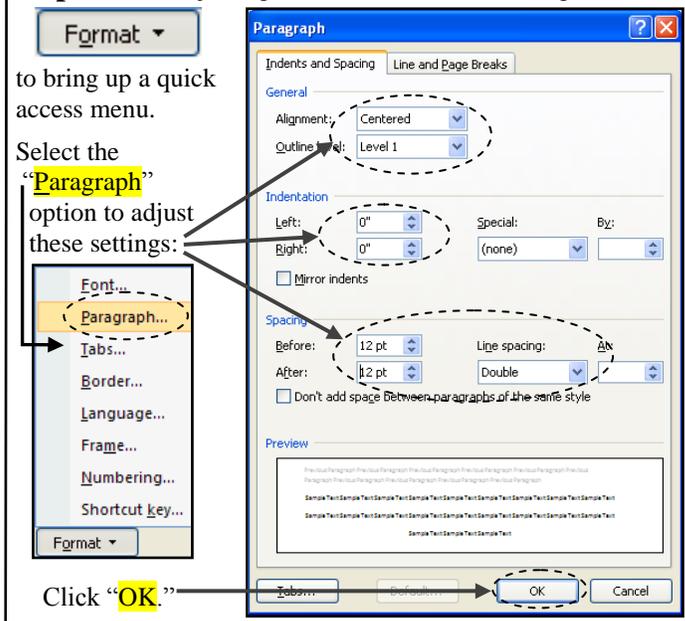
Step 2: Find "Heading 1" in the styles list and click the **Modify** symbol after it to open a menu. Select **Modify** to change settings.



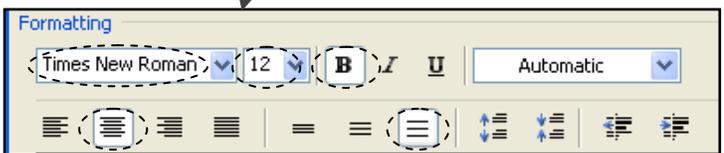
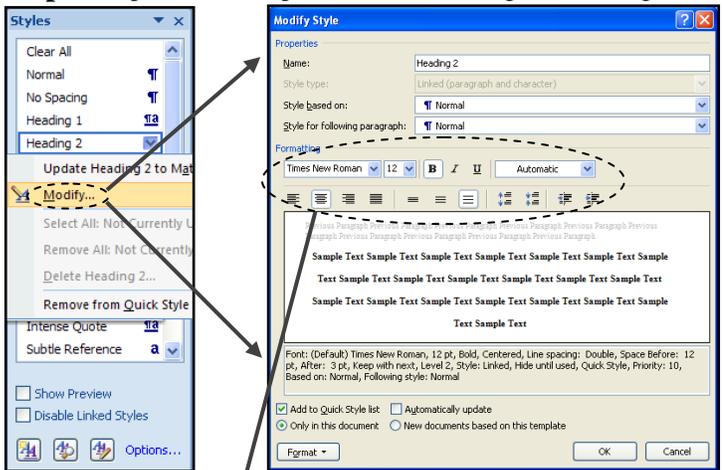
You need to change the "Modify Style" settings to match these:



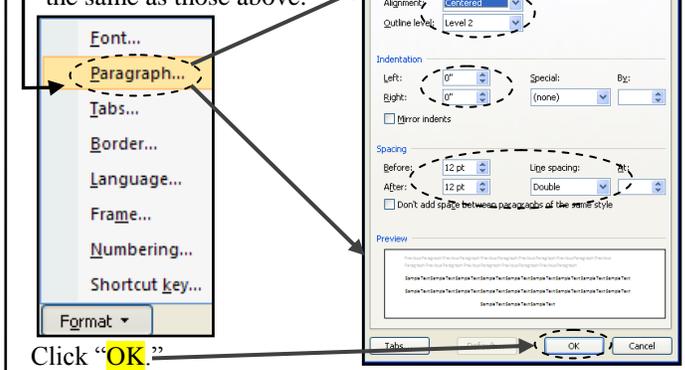
Step 3: After adjusting the main text format settings, click on **Format** to bring up a quick access menu.



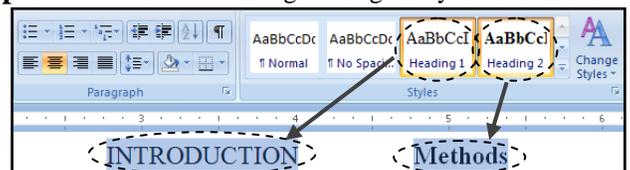
Step 4: Repeat the same process for formatting the Heading 2 font.



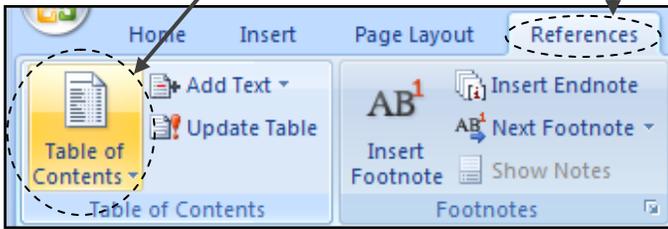
Step 5: Verify that the "Paragraph" settings are the same as those above.



Step 6: Format all the headings throughout your document.

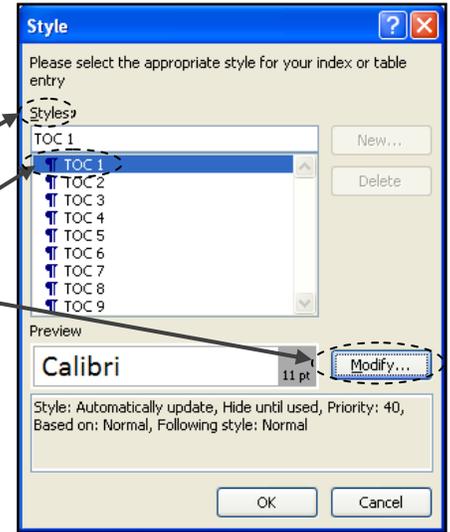


Step 7: The next step is to modify the settings in your Table of Contents so that it will be formatted correctly when you insert it into your paper. Begin by putting your cursor on the TOC page. Then, switch over to the ribbon tab that is labeled “References.” Select “Table of Contents” in the Table of Contents box.

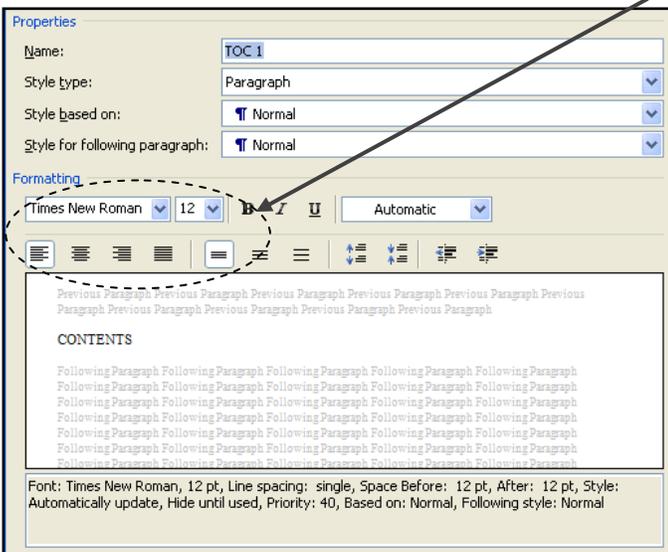


This will open a quick access “Built-In” menu. At the bottom, click on “Insert Table of Contents...” and choose “Modify...”

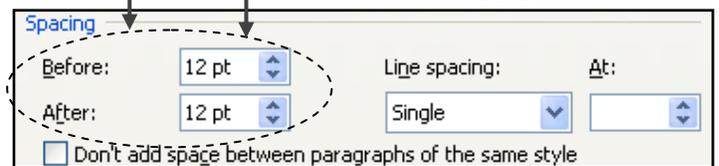
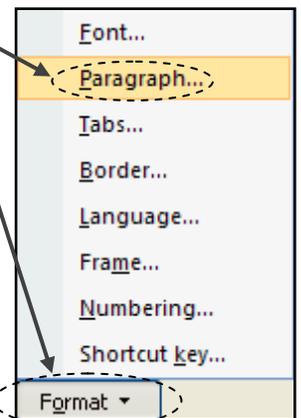
Step 8: This will open a “Style” menu for you to format all the levels. Highlighted in “Styles,” you will see a “TOC 1” level. You will need to click on the “Modify” button to open up the “Modify Style” menu to adjust the font and spacing format of this level of your headings.



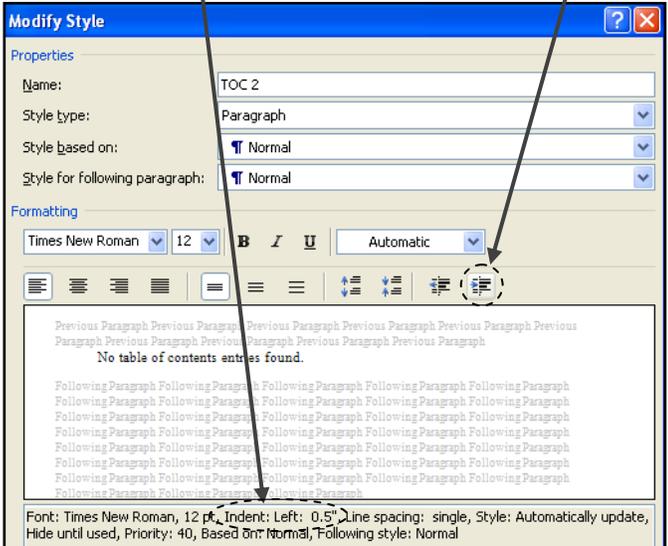
Step 9: Adjust the “TOC 1” settings to match this “Formatting”:



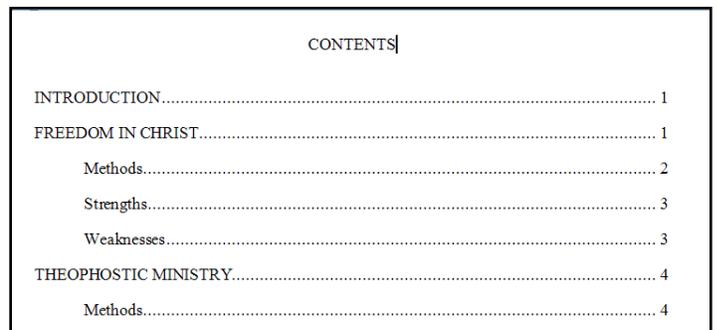
Step 10: Bring up a “Paragraph” option by clicking on the “Format” button at the bottom corner of the window. This will bring up another window where you can adjust the paragraph spacing for each level of your Table of Contents entries. You should set the spacing to “12 pt” for the “Before” and “After” options.



Step 11: Repeat this process for the “TOC 2” heading style. Set the indent to “0.5” (½ inches) by clicking on the button.



Step 12: From the “References” tab, click on “Table of Contents” and choose “Insert Table of Contents” at the bottom of the page. This will open a “Table of Contents” pane. Click “OK” at bottom.



The last thing to do is adjust the spacing between the dotted lines and the page numbers. Place your cursor before the page number and press the spacebar **exactly 5 times**. Do this for **every** entry. This will change “... #” to look like “... #” per the Turabian style requirements. You now have a completed Table of Contents!

Additional levels should be indented an additional 0.5” each.