Purpose of this Help Sheet

Research essays and theses are long documents. It is cumbersome to navigate through documents of 25 pages or more without hyperlinked tables of contents and navigation panes. This help sheet is intended to help you create tables of contents in MS Word and add bookmarks in pdf documents.

How to Create a Table of Contents in MS Word

Note that the procedures and screen shots will vary depending on the version of MS Word or other word processor you use, but the principles should remain the same.

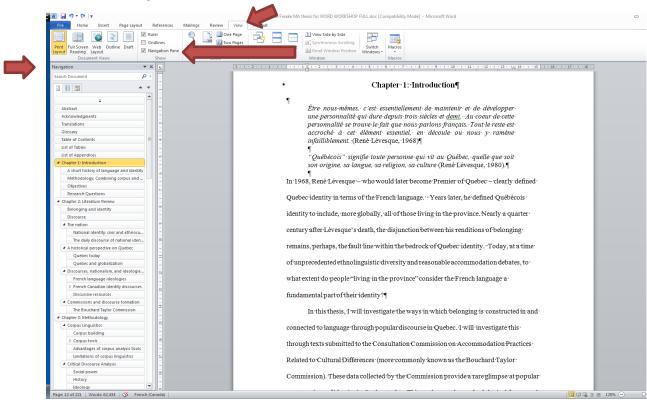
- 1. Watch this youtube video for an overview http://www.youtube.com/watch?v=OkyisWIE3kQ
- 2. Open the document in which you want add a table of contents
- 3. Follow the steps in the video but with the following modifications:
- 4. Reformat the build-in heading styles according to the specifications of the latest edition of the APA Manual Style. For example, in the 6th edition of the APA Manual, level-1 headings must be centred, boldface, uppercase and lowercase, level-2 headings must be flush left, boldface, uppercase and lowercase, and so on. (One easy way to customize a style is to select an example of the style you want to update, reformat the selected text, and then update the style to match the selection, as described <u>here</u>).
- 5. Insert a table of contents using the table-of-contents dialogue box with the following settings:

Table of Contents	[X] [X]	
Index Table of Contents Table of Figures	Table of Authorities	
Print Preview HEADING 11 TITLE1	Web Preview HEADING 1 IIILE	
HEADING 2	HEADING 2 STYLE1 STYLE19 STYLE2 Vise hyperlinks instead of page numbers	
Formats: Formal Show levels: 5		
	Options Modify	
L	OK Cancel	

Important: Do not use the MS Word Automatic Tables because they do not adhere to APA Style. Use the Formal format instead. Five heading levels should suffice. Your TOC should look like this:

Table of Contents¶		
ABSTRACT	I	
ACKNOWLEDGMENTS	п	
TRANSLATIONS	п	
GLOSSARY		
TABLE OF CONTENTS	V	
LIST OF TABLES		
LIST OF APPENDICES	X	
CHAPTER 1: INTRODUCTION		
A SHORT HISTORY OF LANGUAGE AND IDENTITY -	2	
METHODOLOGY: COMBINING CORPUS AND DISCOURSE ANALYSIS.	4	
OBJECTIVES	<u>.</u>	
Research Questions		
CHAPTER 2: LITERATURE REVIEW		
BELONGING AND IDENTITY.		
DISCOURSE -		
THE NATION		
National identity: civic and ethnocultural		
The daily discourse of national identity		
A HISTORICAL PERSPECTIVE ON QUEBEC.		
Quebec today→		
Quebec-and-globalization		
French language ideo logies		
French Canadian identity discourses		
Discursive-resources		
COMMISSIONS AND DISCOURSE FORMATION.		
The Bouchard Taylor Commission		
CHAPTER 3: METHODOLOGY		
Corpus Linguistics		
Corpus-building		
Corpus-tools		
Advantages of corpus analysis tools		
Limitations of corpus linguistics		
CRITICAL DISCOURSE ANALYSIS.		
Social power		
History		

Note. If you have successfully marked up the headings in your text, you should be able to view them in the Navigation Pane as shown below.

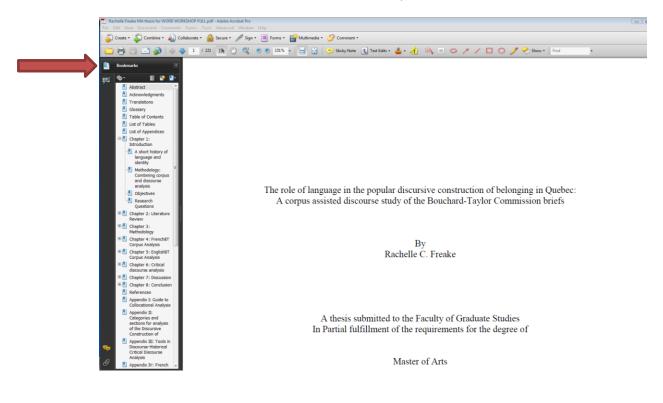


How to Use MS Word Headings to Create a Pdf with Bookmarks

 When you save an MS document as a pdf document, make sure you click on "Options." Once the Options dialogue box is open, check the "create-bookmarks-using-headings" box in order to convert the MS Word headings into pdf bookmarks.

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My SugarSync	Name	Date modified	Туре	Size		ng 2 11 Heading 3 11 Heading 4 11 Heading 5 11 Heading 6 Styles
		No items match your	search.			· 8 · I · 9 · I · 10 · I · 11 · I · 12 · I · 13 · I · 14 · I
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Documents						Page range
🁌 Music						All
E Pictures	=					© Current page
Videos						 Selection
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1 Computer						Publish what
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👝 (E:) SugarSync Dr						 Document showing markup
🖵 (G:) GuillaumeGe	*					Include non-printing information
File name: Ra	chelle Freake MA thesis for WOR	D WORKSHOP FULL.pdf			-	Create bookmarks using:
Save as type: PD	F (*.ndf)				-	Headings
						Word bookmarks
Authors: Rac	helle Freake	Tags: Add a tag		Title: Language and the making of (Jue	Document properties
Optimize for	 Standard (publishing) 	Options	1			C Occument structure tags for accessibility
	online and printing)		l.			PDF options
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	(publishing online)					Encrypt the document with a password

2. If the MS Word headings have been successfully converted into pdf bookmarks, you should be see the bookmarks on the left-hand side of the pdf document as shown below:



Other useful references:

Style basics in Word in Word Help

http://office.microsoft.com/en-ca/word-help/create-and-customize-a-table-of-contents-RZ102634105.aspx?CTT=1&client=1

http://office.microsoft.com/en-ca/word-help/format-your-document-with-styles-RZ010356279.aspx?CTT=1

http://www.gcflearnfree.org/word2010/18.3