

Formatting a Table of Contents

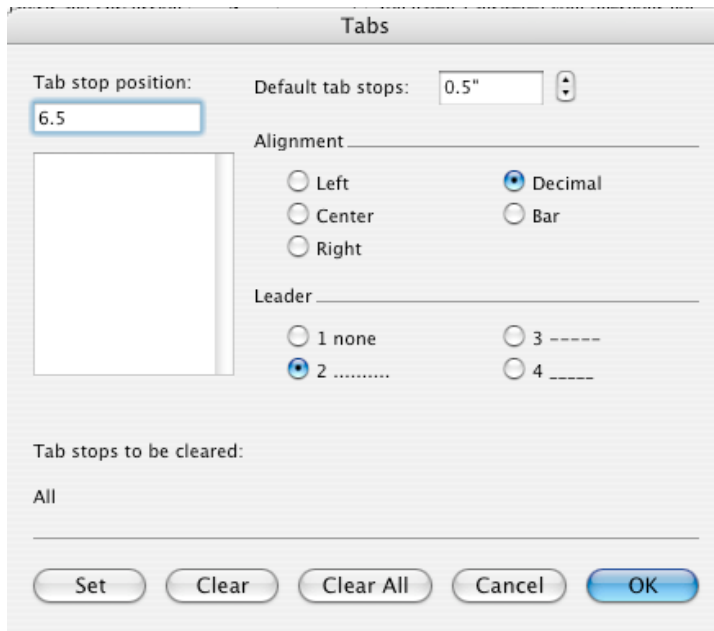
Creating a Table of Contents is not a difficult thing to do but the formatting can be tricky. Here are some hints that should make the process a little easier.

Refer to the .pdf file that shows how a table of contents should appear.

You will notice that there will be title, a string of periods and then the page number. You will notice that the page numbers are all right justified. These are all accomplished by just setting a special tab.

Setting a Decimal-Aligned Tab with a Leader

1. Highlight the text where you want to use the tab. (This means the titles of your table of contents or the area where you will be entering those titles.)
2. Identify where you want to align your page numbers and double-click that spot in the ruler at the top of your page (i.e., at the 6 1/2 inch mark). This will open a Tabs dialog box.
3. The place where you double-clicked in the ruler (6.5) should appear in the Tab Stop Position: box in the upper left corner of the dialog box.
4. In the Alignment section, select “Decimal.”
5. In the Leader section, select “2”



This means that if you tap the Tab key after you enter a title in your Table of Contents, it will jump to the 6.5 “ tab with a leader and right align your numbers to the decimal point.

Hope this is useful.

Good luck.