

Creating a Table of Contents in Microsoft Word 2007 and Converting to bookmarked PDF Format

When creating large documents with multiple sections or chapters, it is helpful to have an automatically updatable table of contents in your Microsoft Word file. By using styles to format your headings and subheadings, you can have Word index these items into one section: a table of contents.

In addition, these heading styles can also create bookmarks when converting to PDF format. Bookmarks allow the reader to easily navigate a PDF file by providing a secondary table of contents within the margin. Instead of scrolling back to the table of contents each time to find a heading or subheading, the reader can click on a link in the “bookmarks” panel which contain the same entries as the table of contents.

This handout will show you how to create a table of content with auto-updating links and how to convert your Word file into a bookmarked PDF file. In order to use this handout, you should already have formatted your paper using the Styles function of Word. If you need help with this, please see our “Using Styles in Microsoft Word 2007” handout.

If you are currently working on a graduate thesis or dissertation, specific instructions for creating a table of contents and a bookmarked PDF are at http://www.students.graduate.ucf.edu/ETD_formatting.

Creating a Table of Contents

- 1) Click on the **References** tab. On the far left of the ribbon, you should see a **Table of Contents** section.
- 2) Click the **Table of Contents** button.
- 3) From the dropdown menu, choose the style you would like for your Table of Contents.

Word will automatically create a ToC based on the headings that you created using Styles. Each item should be linked to the corresponding section in the paper. Check this by holding down the “Ctrl” key and clicking on the line.

****NOTE:** If you created a ToC using Word 2008 for Mac, the items will NOT be linked to your paper. You need to create the ToC using a Windows version of Word.

Keep in mind that the College of Graduate studies stipulates that nothing that comes before the ToC in your manuscript should be included in the ToC. The items included will start with the first section that comes after the ToC. End sections like “Appendices” and “References” should be included in the ToC.

- 4) To update the ToC, right click on the ToC and a menu will pop up; choose “Update Field” from the menu. Another small menu will pop up; on this menu select “Update entire table” then press “OK.” With this update, the ToC will automatically change the names of any headings or subheadings you may have altered, as well as update any page numbers that may have changed. You should update the ToC anytime you change the content within the document and save.

Converting to a Bookmarked PDF

You will need Adobe Pro in order to complete this step. This program is available at computer labs throughout campus and is available in the UWC. You must convert from a Windows version of Word that is 2002 or later. Mac versions of Word will not create the bookmarks correctly.

- 1) Click on the **Office Button** (the circular button at the top left of the window).
- 2) Hover over **Save As**. From the pop-up menu, select **Adobe PDF**.
- 3) In the “Save Adobe PDF File as” window, click on the **options** box in the bottom right corner.
- 4) Make sure **Create Bookmarks** and **Convert Word Headings to Bookmarks** are selected.
- 5) Press **Ok** to get back to the “Save Adobe PDF File as” window.
- 6) Name your file* and choose a location to save it. Press **Save**.