

## Create a Manual Table of Contents, List of Tables, or List of Figures

Decide how many subheading levels you need so you can set the tab stops. (You can create additional tabs later—if you need them)

### TABLE OF CONTENTS

Start with a blank page.

Make sure the margins are set to Normal (one inch on all sides).

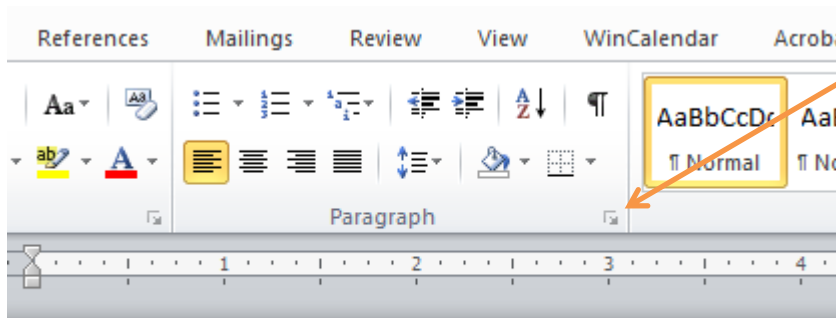
Set the line spacing at single space with no extra space before or after paragraph.

**Center and type the Title (TABLE OF CONTENTS)**

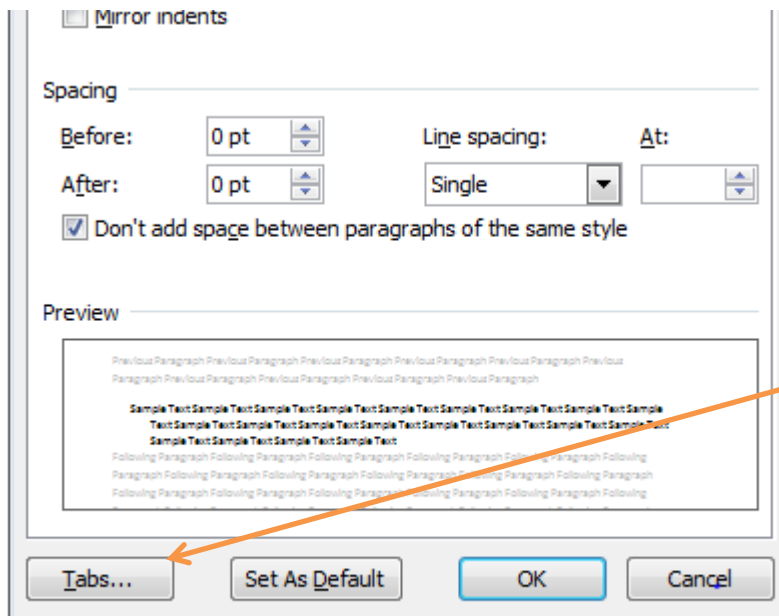
Press Enter three times to create the necessary three spaces after the title.

Change alignment to left aligned.

Set the tabs as follows:

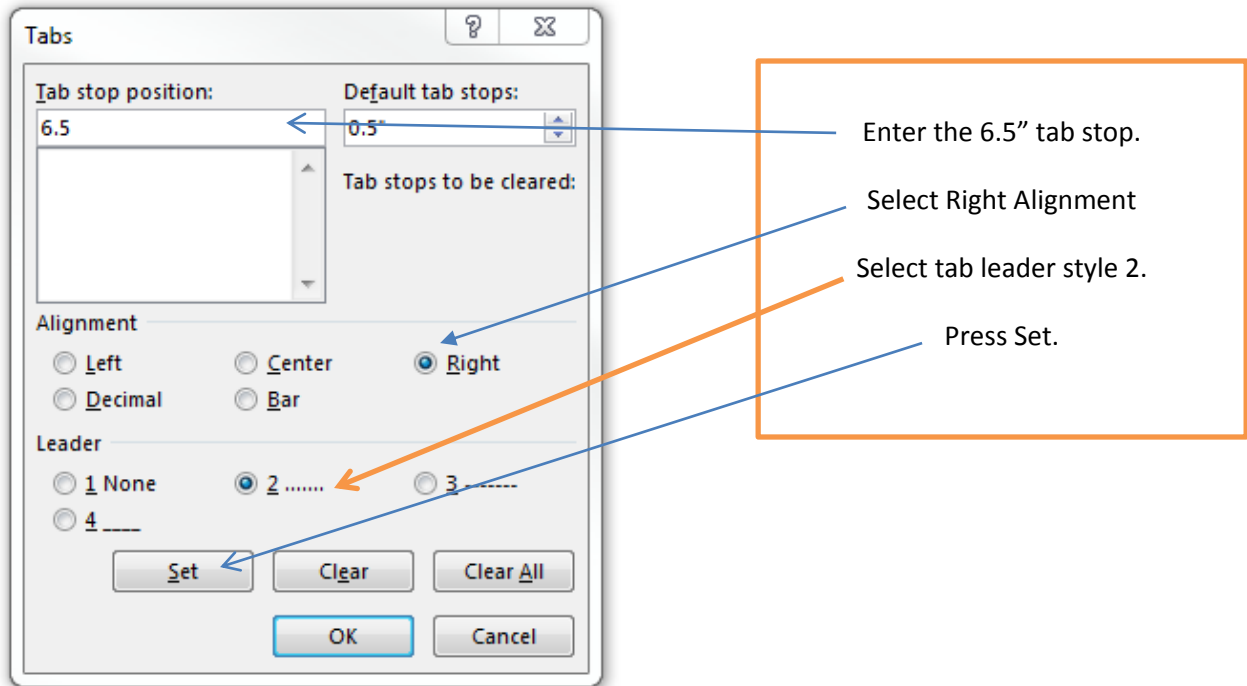


Open the  
Paragraph Dialog  
Box.

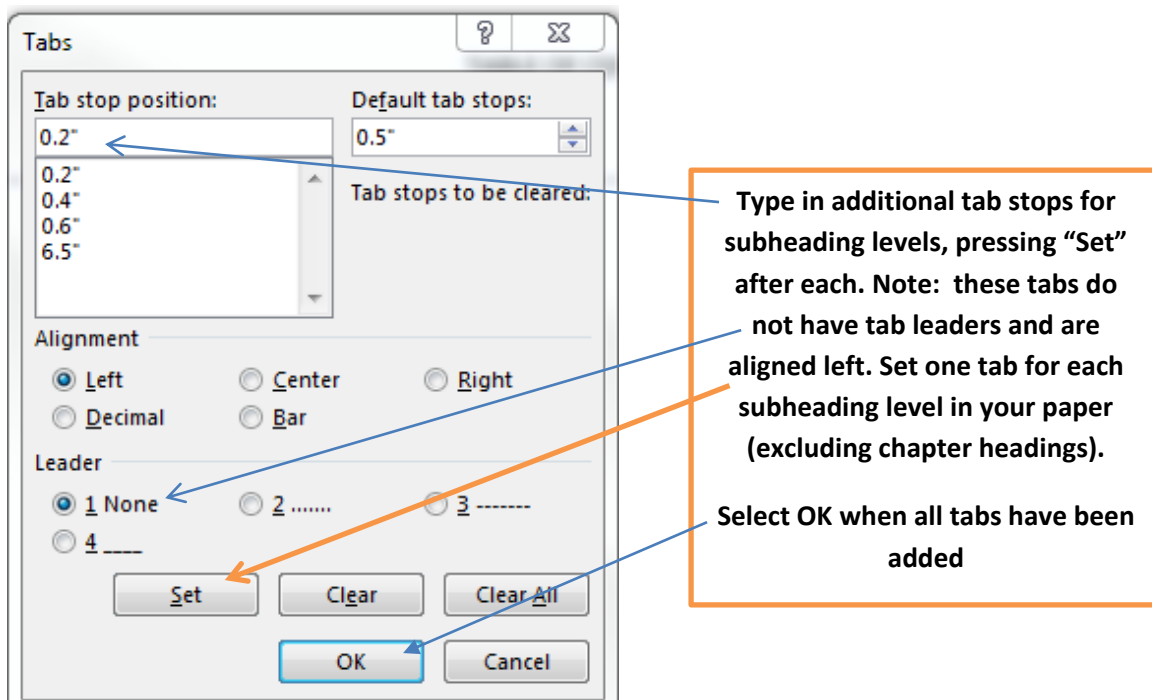


Select the  
“Tabs” button

Set the first tab at 6.5" with a tab leader.



Do not close the dialogue box. Continue setting the tabs for the subheadings as follows:



**Type the first chapter heading (Usually the List of Tables).**

Tab

**Type the page number**

Return

When you get to the subheading that is to be indented, hit tab once (or multiple times) to reach the desired level and **type the subheading title.**

Tab to the right margin and **enter the page number.**

Continue in this fashion until the Table of Contents is complete.

## LIST OF TABLES (LIST OF FIGURES)

Insert a page break and begin the List of Tables.

Center Align.

**Type Title (LIST OF TABLES, LIST OF FIGURES)**

Return three times.

Left align.

**Type Table 1. followed by the title of the table.**

**Tab to the right margin and type the page number.**

Return

**Type Table 2. followed by the title of the second table.**

Continue in this fashion until all table titles have been added.

Follow the steps for the List of Tables to Create the List of Figures.