**Instructions on how to Input Chapter Titles, Main Sections and Page Numbers into Table of Contents and Figure/Table Titles and Page numbers in the List of Tables/Figures**

Table of Contents

HEADING 1:

Use style **Heading 1** to write your chapter title. You will need to manually write the chapter and the chapter number on the line before the chapter title (i.e., CHAPTER I, CHAPTER II, CHAPTER V). Center, **Bold** and ALL CAPS. Select the style **‘Normal’**, then, in all caps and bold, write the chapter and chapter number (roman numeral) and center. On the next line, select style **‘Heading 1.’** Write the chapter title using title-case capitalization. Heading 1 is pre-set to be bold and centered. Go to Table of Contents, right click and select **Update Field** or go to References and select **Update Table**. Select update entire table.

\*\*Note: In the Table of Contents, the chapter number will automatically populate once you’ve written the chapter title.

HEADING 2:

Use style **Heading 2** to write main sections of your chapters. These subsections should appear in your table of contents. Heading 2 is pre-set to APA 7. Go to Table of Contents, right click and select **Update Field** or go to References and select **Update Table**. Select update entire table.

HEADING 3:

Use style **Heading 3** to write subsections. These sections should not appear in your Table of Contents but should be used to keep your thesis/dissertation organized. You should format these sections according to the style guide/manual you are currently using. In the template style Heading 3 is pre-set to APA 7.

HEADING 4:

Use style **Heading 4** to write subsections. These sections should not appear in your Table of Contents but should be used to keep your thesis/dissertation organized. You should format these sections according to the style guide/manual you are currently using. In the template style Heading 4 is pre-set to APA 7.

HEADING 5:

Use style **Heading 5** to write subsections. These sections should not appear in your Table of Contents but should be used to keep your thesis/dissertation organized. You should format these sections according to the style guide/manual you are currently using. In the template style Heading 5 is pre-set to APA 7.

List of Tables and List of Figures

TABLE TITLE:

Use style **Table Title** to write your table titles. You will need to manually write the table and the table number before the table title (i.e., Table 1, Table 2, Table 3, etc.). The location and style of this depends on what style guide/manual is being used. The template is pre-set to APA 7. Go to the List of Tables, right click and select **Update Field**. Select update entire table.

\*\*Note: In the List of Tables, the table number and page number will automatically populate once you’ve written the table title.

FIGURE TITLE:

Use style **Figure Title** to write your figure titles. You will need to manually write the figure and the figure number before the figure title (i.e., Figure 1, Figure 2, Figure 3, etc.). The location and style of this depends on what style guide/manual is being used. The template is pre-set to APA 7. Go to the List of Tables, right click and select **Update Field**. Select update entire table.

\*\*Note: In the List of Figures, the figure number and page number will automatically populate once you’ve written the figure title.