A BiblioYou Tutorial

Setting up the Table of Contents

There are many ways to format a book for publication. This tutorial works through a basic formatting of a simple Microsoft Word based book. Once these techniques are learned, there are many simple steps that can be added to "spice up" the design of the book. It is best to follow this step-by-step tutorial with your book file open, repeating the steps outlined on the book you are preparing.

*Note that this reformat is being done in Microsoft Word 2007. The window may look different versions of Word. Word's formatting preference selections in this document are underlined. These are items that may look different or that may be found in a different placement on other versions of Word. Often these selections are also found in drop down menus at the top of a Word window.

Remember, BiblioYou offers a list of publishing professionals that can help prepare your book. Need Help? (Click Here)

60. Next step, go back to the Table of Contents and add the chapter titles. Note, there is a method for automatically creating and paginating a Table of Contents, but this will not be discussed here. This is a simple book formatting tutorial for a simple book. And, this book will later become an eBook, and adding the automatic TOC creation now will only create a fair amount of work that will need to be done later when formatting the eBook file. (Figure 59)
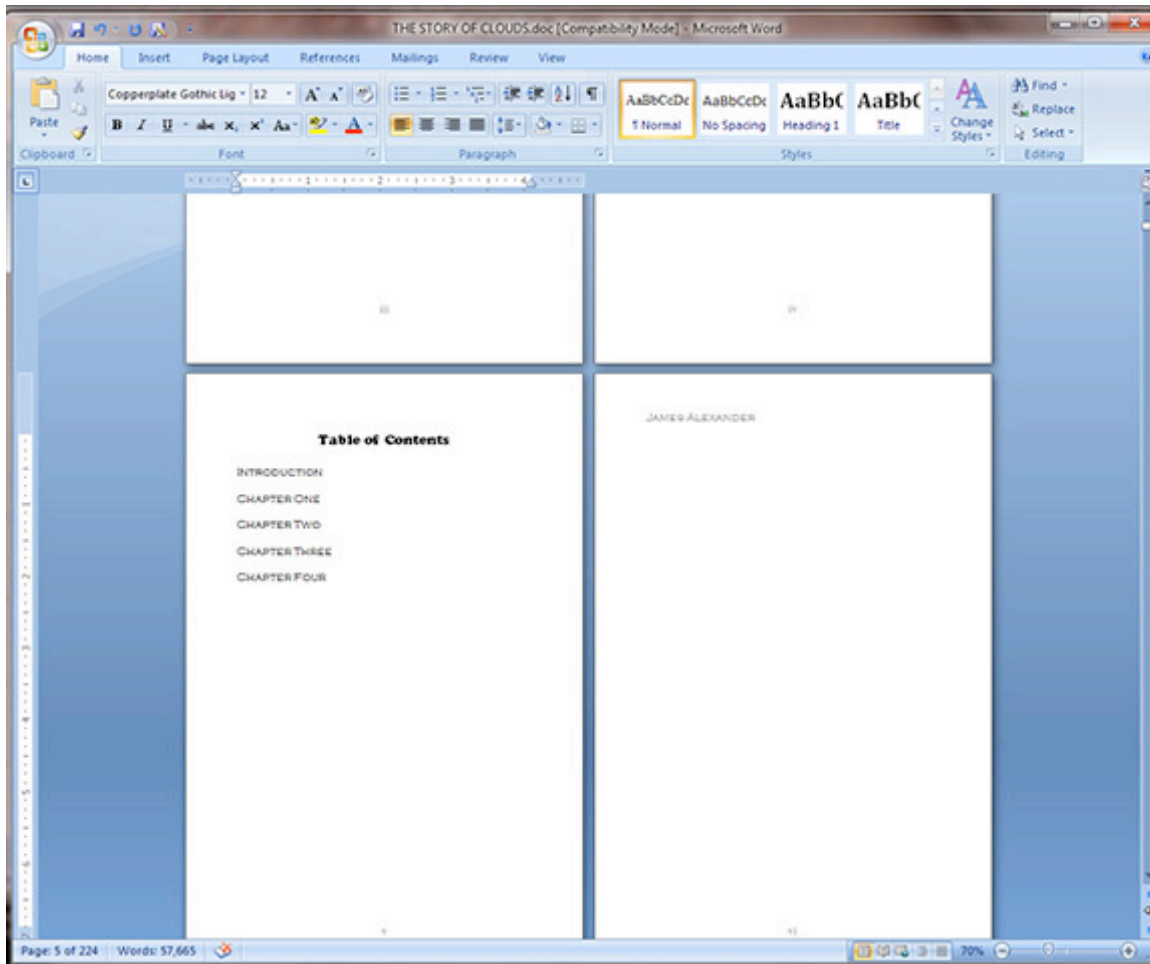

Figure 59

61. We will want the title and pagination spacing to be neat in the Table of Contents. Here is a simple technique. Select all of the chapter headers in the TOC. Right Click on the selected text, drop down and click on <u>Paragraph</u>. (Figure 60)
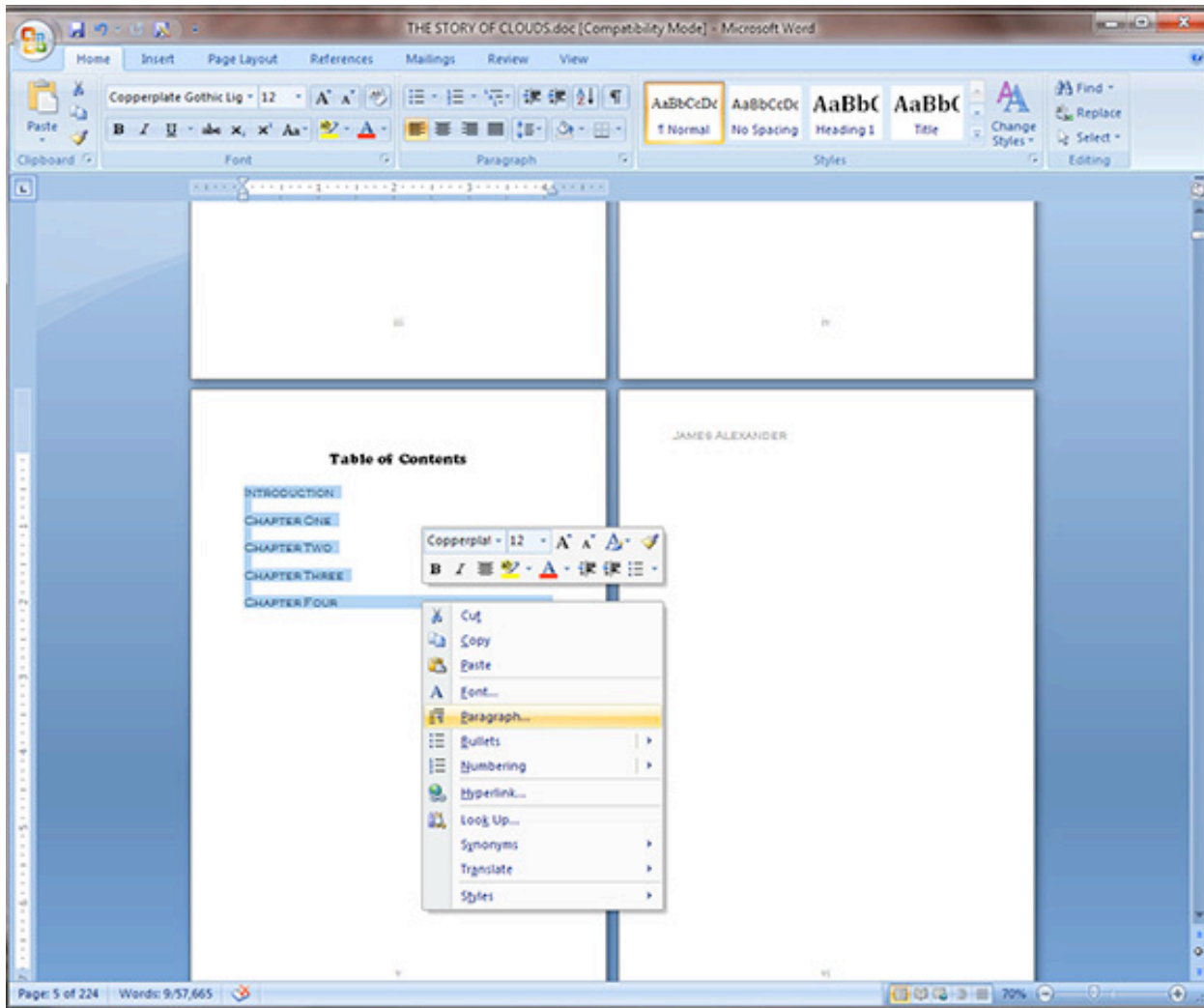

Figure 60

62. The Paragraph window will open. In the <u>Line and Page Breaks</u> tab, click the Tabs button at the bottom left of the window. (Figure 61)
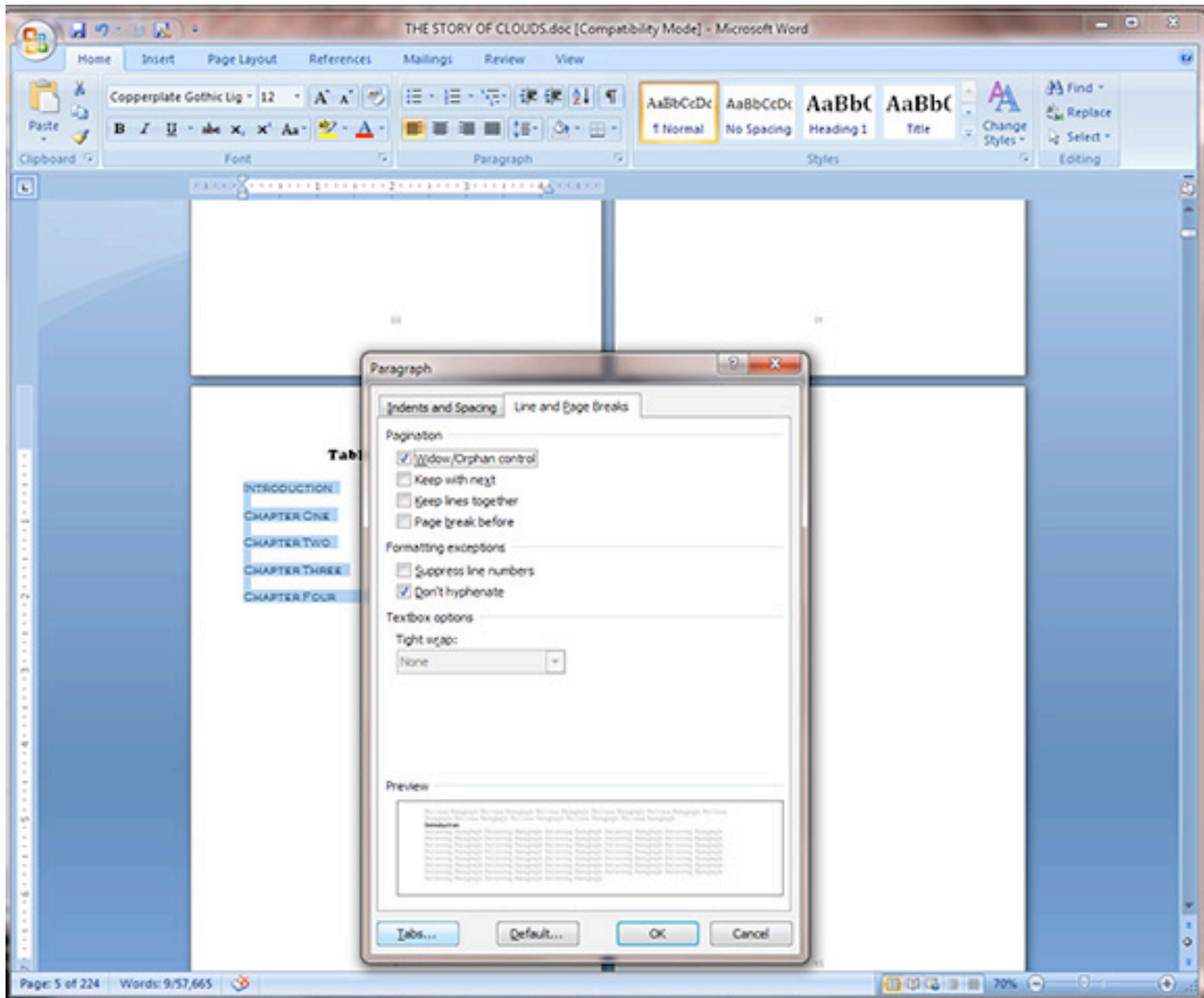

Figure 61

63. The <u>Tabs </u>window will open. Under <u>Tab stop position</u> type on a number that will place text near the right most portion of the printable area of your document. In this case, the best value would be 4. See the 4" in the ruler above the document. (If your ruler is not visible, you may want to turn it on in the View drop down at the top of the window). Then click on "Right" under <u>Alignment</u>, and we click on "2……." under <u>Leader</u>, although any choice can be made according to preference. (Figure 62)
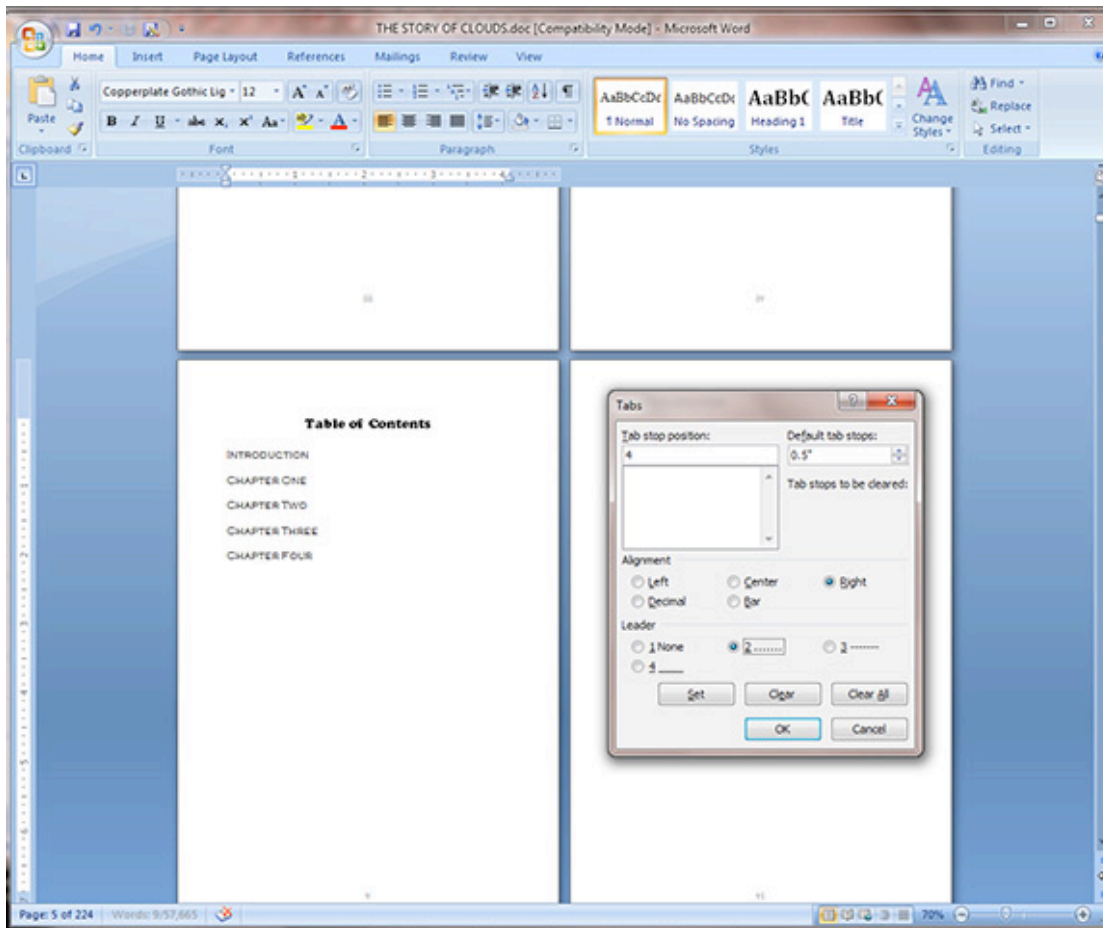

Figure 62

64. Type in the first page number value to the right of the first chapter. In this case, vii next to INTRODUCTION. (Figure 63)
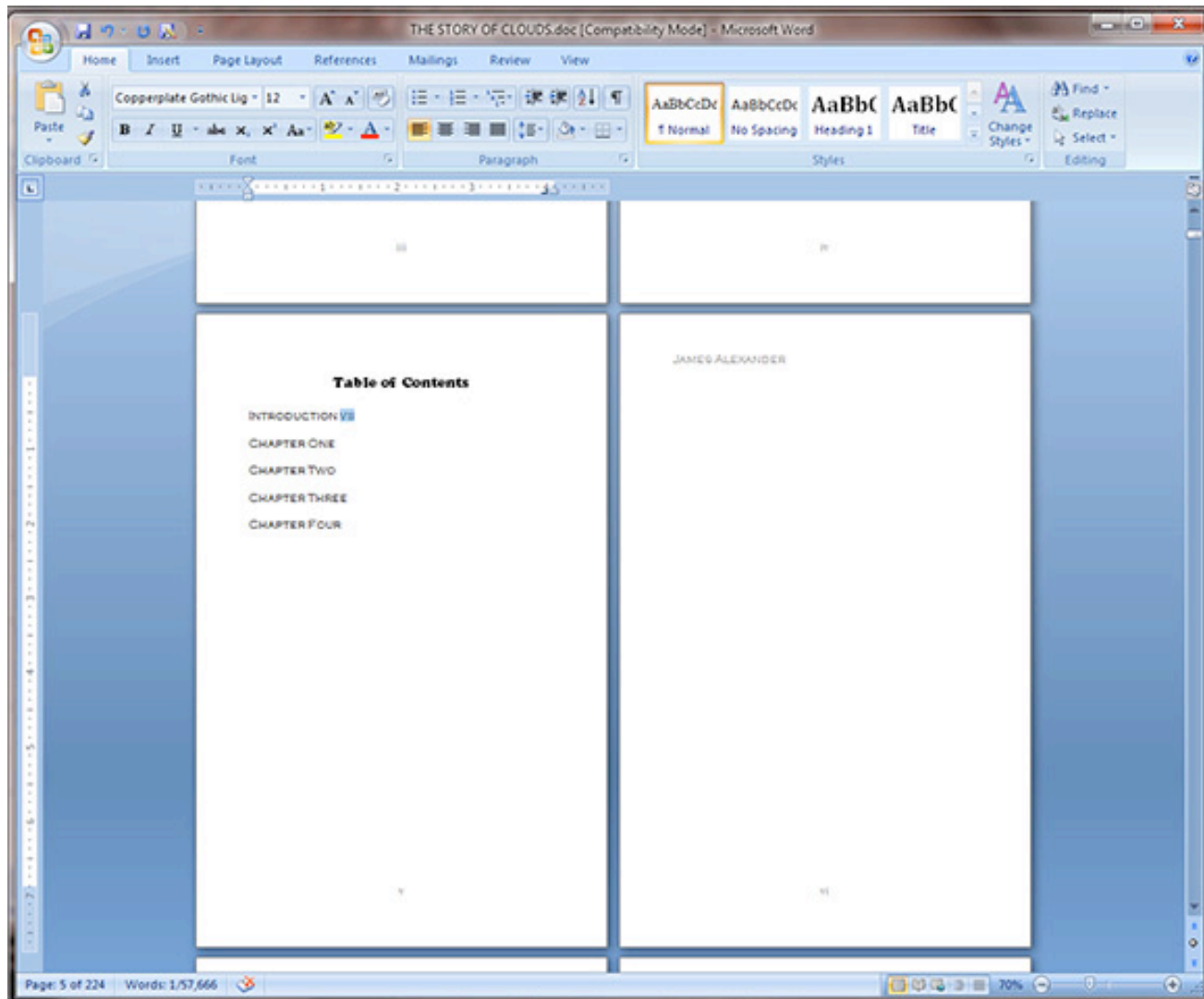

Figure 63

65. Place an insertion pint to the left of the page number, and push the <u>Tab key</u> on you keyboard. Notice that the page number has moved neatly to the 4" spot on the page and is now proceeded by "…..".(Figure 64)
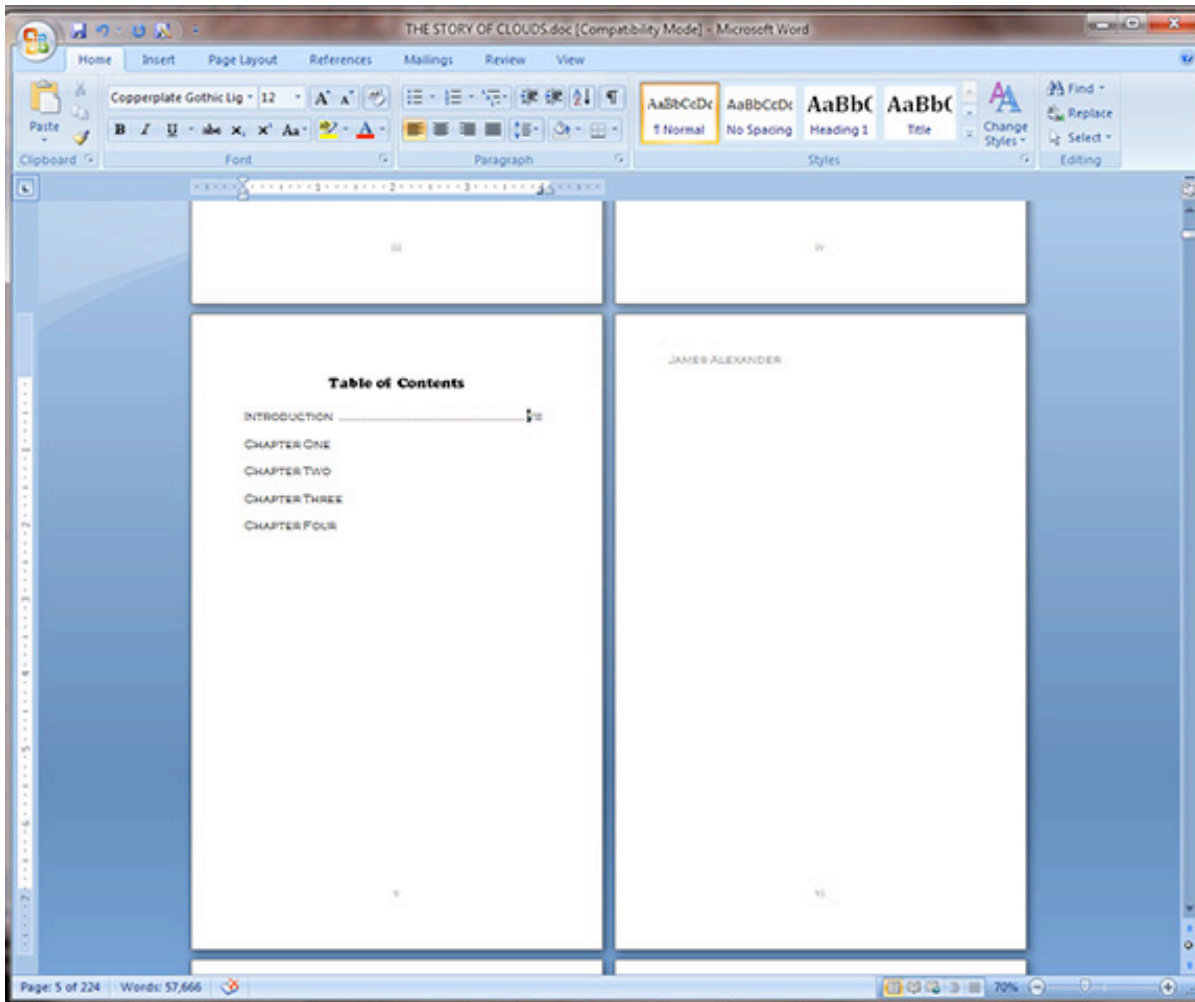

Figure 64

66. Follow this procedure for the remaining chapters. You will have to read through you book, noting the actual page numbers to find the values for the chapter pagination. (Figure 65)
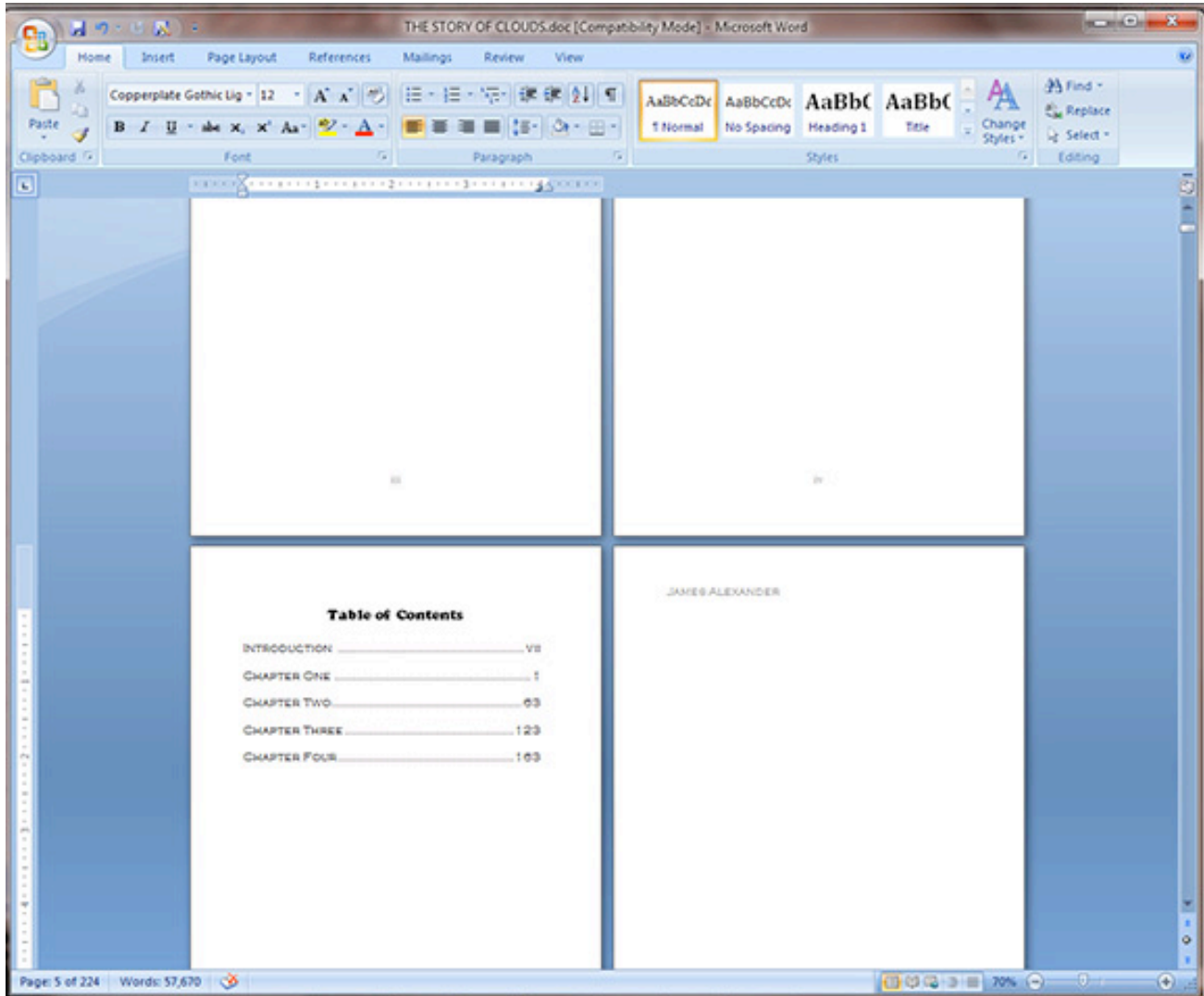

Table of Contents

Figure 65