

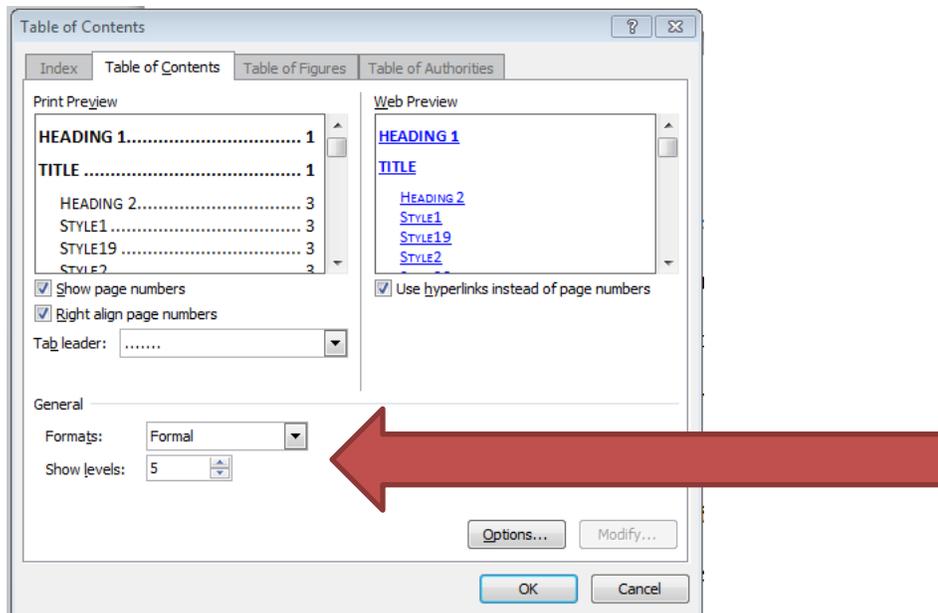
Purpose of this Help Sheet

Research essays and theses are long documents. It is cumbersome to navigate through documents of 25 pages or more without hyperlinked tables of contents and navigation panes. This help sheet is intended to help you create tables of contents in MS Word and add bookmarks in pdf documents.

How to Create a Table of Contents in MS Word

Note that the procedures and screen shots will vary depending on the version of MS Word or other word processor you use, but the principles should remain the same.

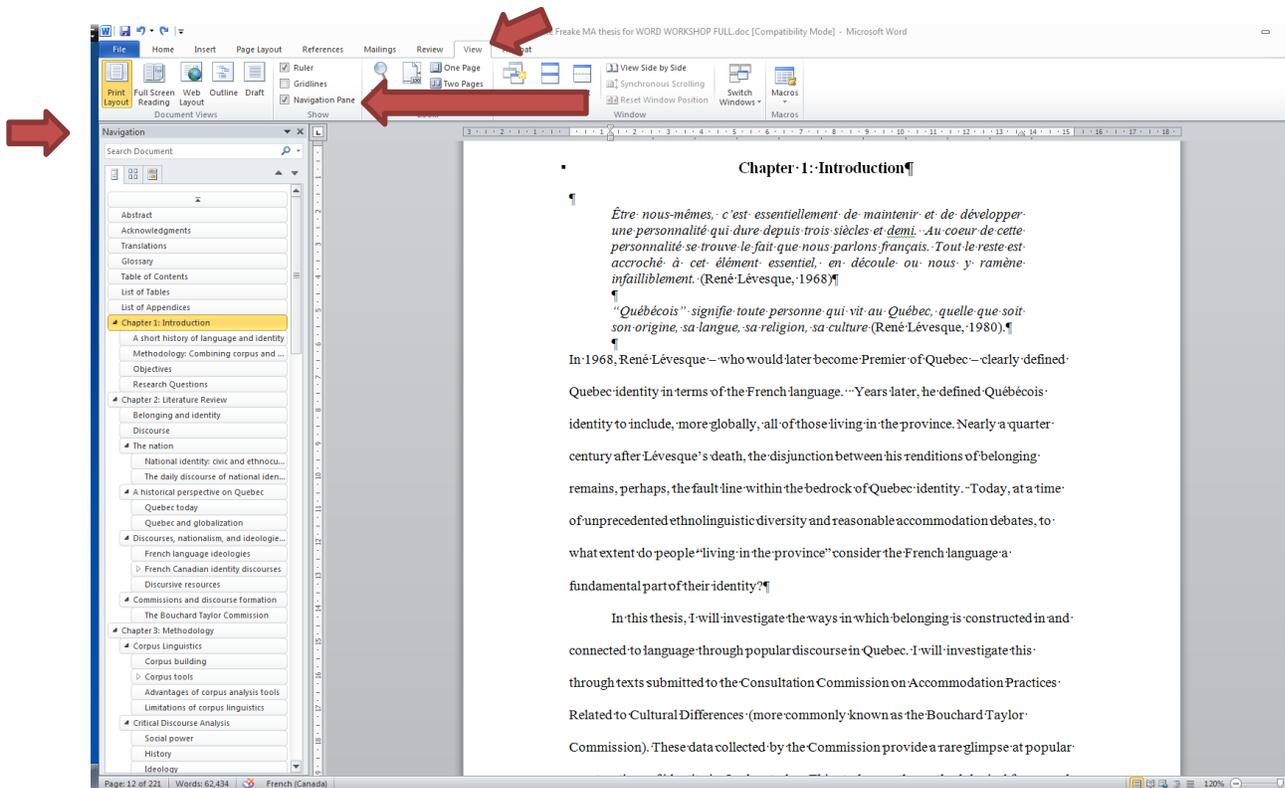
1. Watch this youtube video for an overview <http://www.youtube.com/watch?v=OkYisWIE3kQ>
2. Open the document in which you want add a table of contents
3. Follow the steps in the video but with the following modifications:
4. Reformat the build-in heading styles according to the specifications of the latest edition of the APA Manual Style. For example, in the 6th edition of the APA Manual, level-1 headings must be centred, boldface, uppercase and lowercase, level-2 headings must be flush left, boldface, uppercase and lowercase, and so on. (One easy way to customize a style is to select an example of the style you want to update, reformat the selected text, and then update the style to match the selection, as described [here](#)).
5. Insert a table of contents **using the table-of-contents dialogue box with the following settings:**



Important: Do not use the MS Word Automatic Tables because they do not adhere to APA Style. Use the Formal format instead. Five heading levels should suffice. Your TOC should look like this:

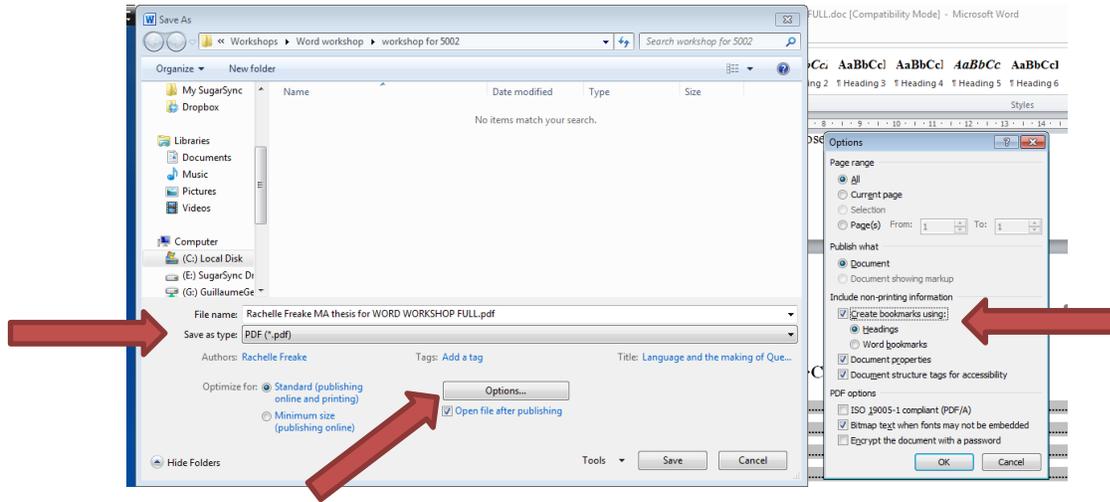
Table of Contents	
ABSTRACT	ii
ACKNOWLEDGMENTS	iii
TRANSLATIONS	iv
GLOSSARY	v
TABLE OF CONTENTS	vi
LIST OF TABLES	ix
LIST OF APPENDICES	xi
CHAPTER 1: INTRODUCTION	15
A SHORT HISTORY OF LANGUAGE AND IDENTITY	20
METHODOLOGY: COMBINING CORPUS AND DISCOURSE ANALYSIS	40
OBJECTIVES	50
RESEARCH QUESTIONS	50
CHAPTER 2: LITERATURE REVIEW	80
BELONGING AND IDENTITY	80
DISCOURSE	90
THE NATION	100
<i>National identity: civic and ethnocultural</i>	100
<i>The daily discourse of national identity</i>	100
A HISTORICAL PERSPECTIVE ON QUEBEC	170
<i>Quebec today</i>	200
<i>Quebec and globalization</i>	220
DISCOURSES, NATIONALISM, AND IDEOLOGIES IN QUEBEC	250
<i>French language ideologies</i>	260
<i>French Canadian identity discourses</i>	290
<i>Discursive resources</i>	320
COMMISSIONS AND DISCOURSE FORMATION	330
<i>The Bouchard-Taylor Commission</i>	360
CHAPTER 3: METHODOLOGY	380
CORPUS LINGUISTICS	380
<i>Corpus building</i>	390
<i>Corpus tools</i>	400
<i>Advantages of corpus analysis tools</i>	430
<i>Limitations of corpus linguistics</i>	450
CRITICAL DISCOURSE ANALYSIS	460
<i>Social power</i>	470
<i>History</i>	470
<i>Ideology</i>	480

Note. If you have successfully marked up the headings in your text, you should be able to view them in the Navigation Pane as shown below.

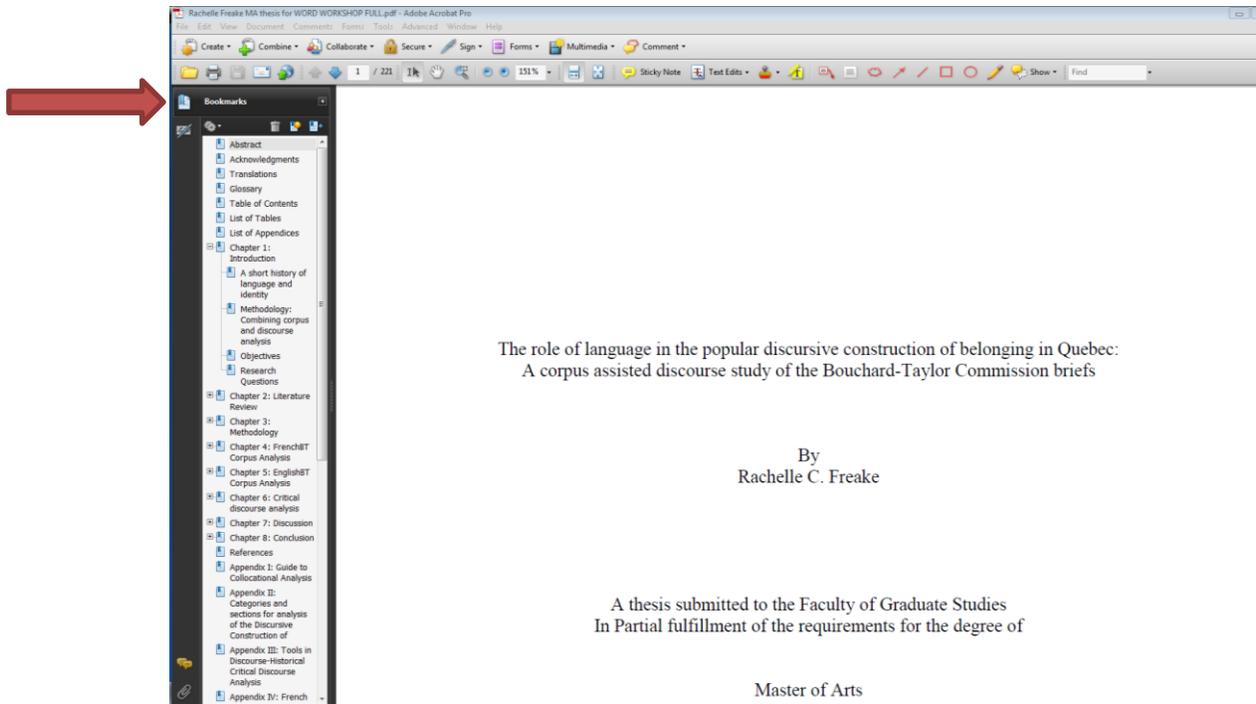


How to Use MS Word Headings to Create a Pdf with Bookmarks

1. When you save an MS document as a pdf document, make sure you click on “Options.” Once the Options dialogue box is open, check the “create-bookmarks-using-headings” box in order to convert the MS Word headings into pdf bookmarks.



2. If the MS Word headings have been successfully converted into pdf bookmarks, you should be able to see the bookmarks on the left-hand side of the pdf document as shown below:



Other useful references:

[Style basics in Word](#) in Word Help

<http://office.microsoft.com/en-ca/word-help/create-and-customize-a-table-of-contents-RZ102634105.aspx?CTT=1&client=1>

<http://office.microsoft.com/en-ca/word-help/format-your-document-with-styles-RZ010356279.aspx?CTT=1>

<http://www.gcflernfree.org/word2010/18.3>