

INSTRUCTIONS FOR HOW TO BUILD A TABLE OF CONTENTS AND TABLE OF AUTHORITIES SO THE PAGE NUMBERS AUTOMATICALLY UPDATE IN MICROSOFT® WORD¹

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INTRODUCTION

The Fifth DCA now requires that all document pages “be consecutively numbered beginning from the cover page of the document and using only the Arabic numbering system, as in 1, 2, 3.” (Fifth Dist., Local Rule, rule 8(b).) The cover page (including the cover page of a brief) should always show number 1. Additionally, briefs may no longer have different numbering systems (so no more numbering the table of contents and the table of authorities with roman numerals (i, ii, iii, iv)).

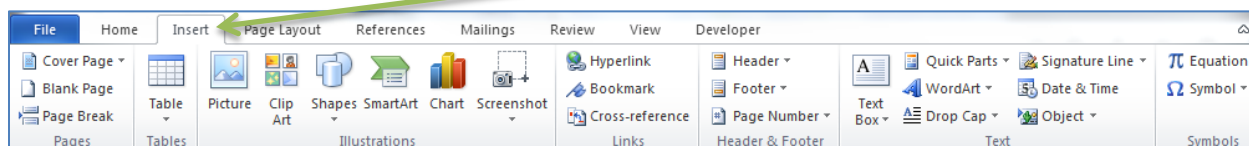
These instructions show how to create a table of contents and table of authorities in Microsoft® Word (Word) that can automatically be updated. This will allow counsel to properly paginate the brief with Arabic numerals beginning on the cover page and automatically update the page numbers in the tables after the tables are built so that they are correct.

Important Note: When you generate your tables, make sure that you begin with the FINAL, PROOFREAD copy of your brief. The process will go much quicker and more smoothly if you do not need to make any changes to the brief after generating the tables.

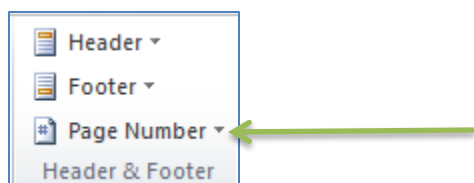
STEP 1: INSERT PAGE NUMBERS IN THE BRIEF

Before you begin creating the table of contents and table of authorities, insert page numbers in the brief, beginning with page 1 on the cover page. The “1” must be displayed on the cover page.

In the menu at the top of the page, go to the **Insert** tab.



In the **Header and Footer** section, click on **Page Number**.



Select the page number style that you would like to insert from the dropdown menu.

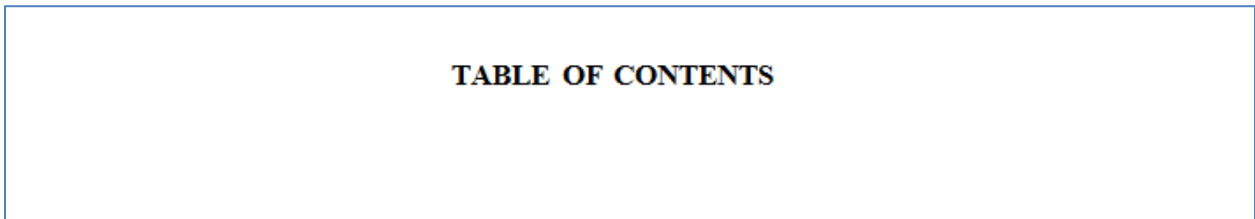
STEP 2: MARK THE HEADINGS FOR THE TABLE OF CONTENTS

Begin by using Word Styles to mark every heading that should appear in the table of contents. This includes the headings for the table of contents, the table of authorities, all headings and subheadings in the substantive section of the brief, the word count certificate, and the proof of service. Instructions for using Word Styles to complete this step is available on CCAP's website here:

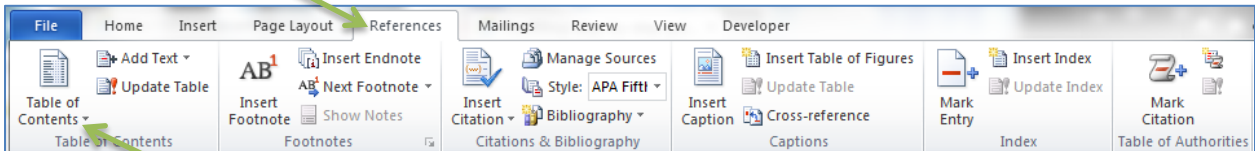
http://www.ccapcentral.org/procedures/truefiling/docs/word_bookmark_instructions.pdf

STEP 3: GENERATE THE TABLE OF CONTENTS

After you have marked each heading, go to the page in your brief that you set up for your table of contents. Place the cursor where you want the table of contents to begin.

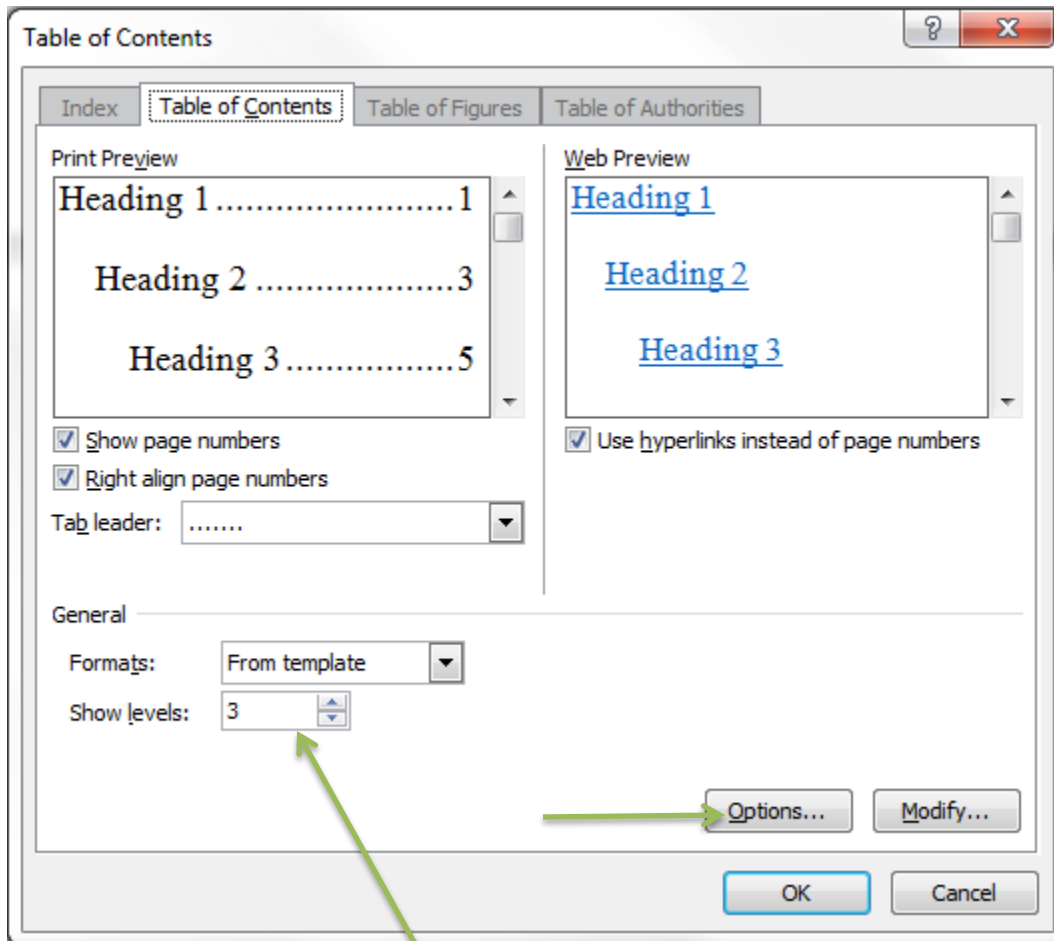


Go to the **References** tab at the top of the page.



Click on the **Table of Contents** icon on the left-hand side. A dropdown menu should appear. Select **Insert Table of Contents** at the bottom of the menu.

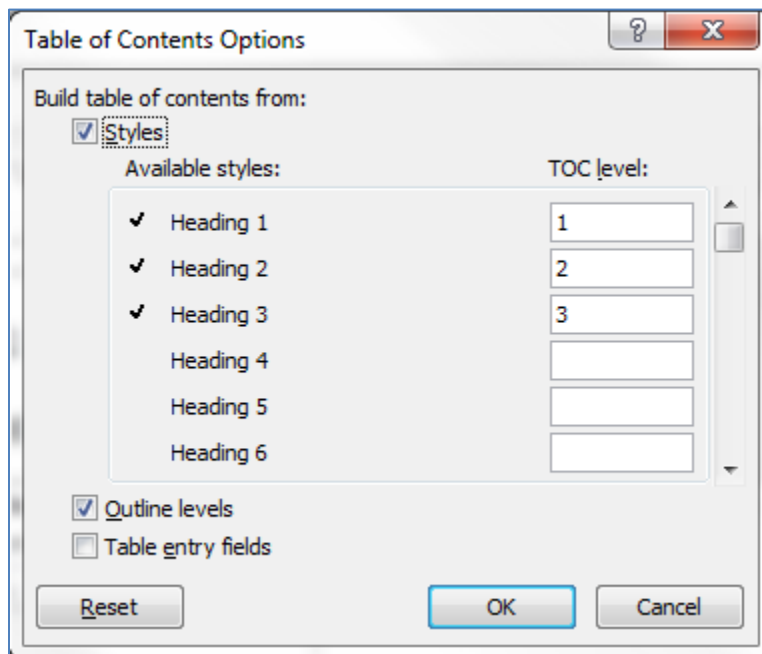
The following **Table of Contents** window should appear:



First, select the number of heading levels that should appear in the table of contents.

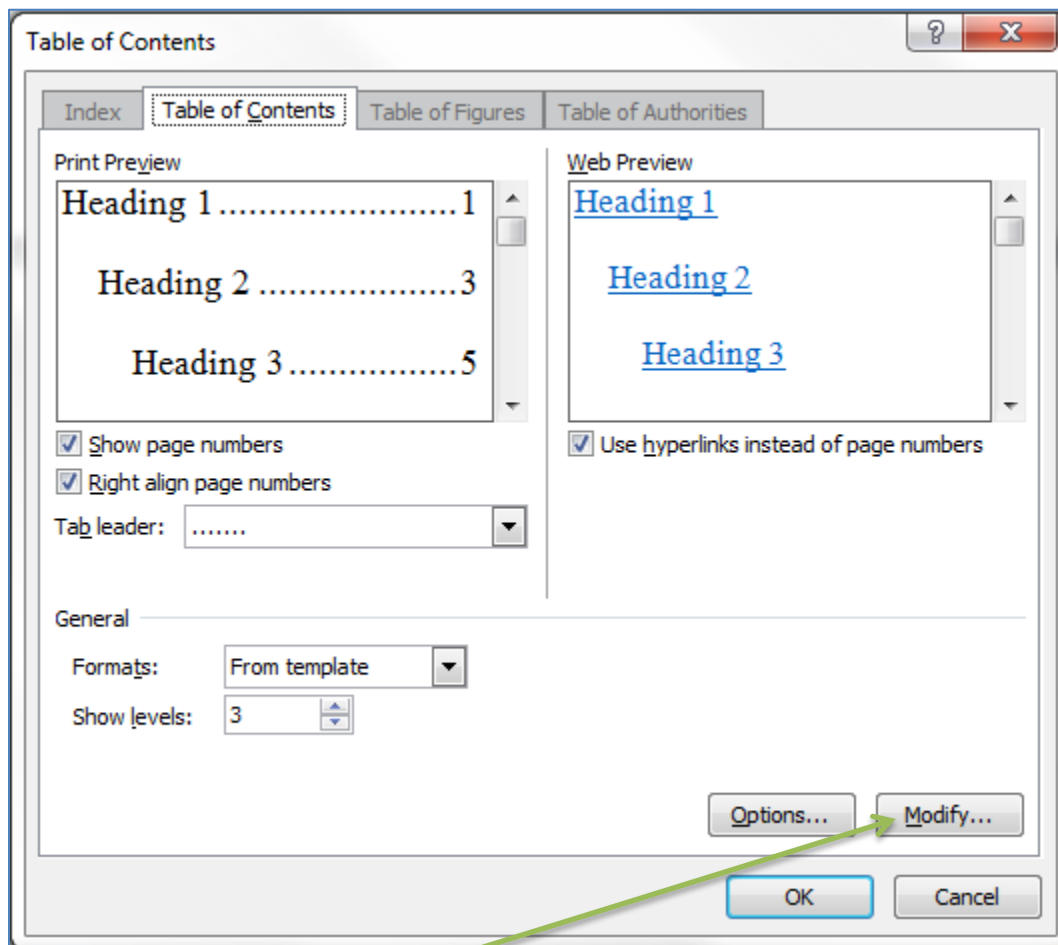
Next, click **Options**. A new **Table of Contents Options** window will open.

In the upper left-hand corner of the window, make sure the **Styles** box is checked under **Build table of contents from:**



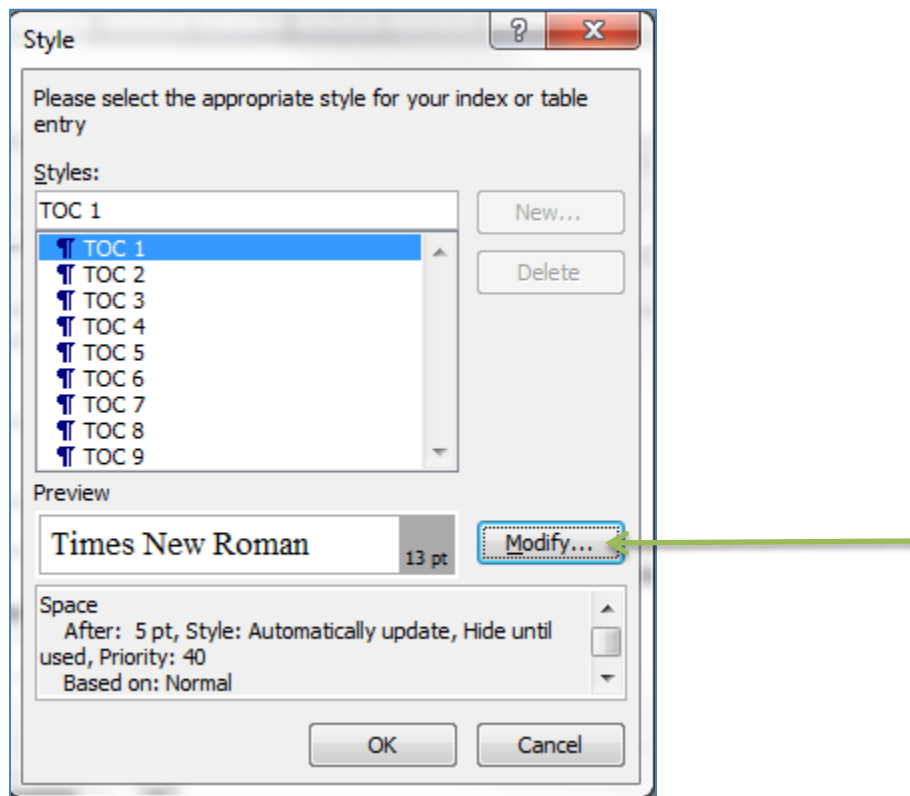
Click **OK**.

You will return to the **Table of Contents** window.



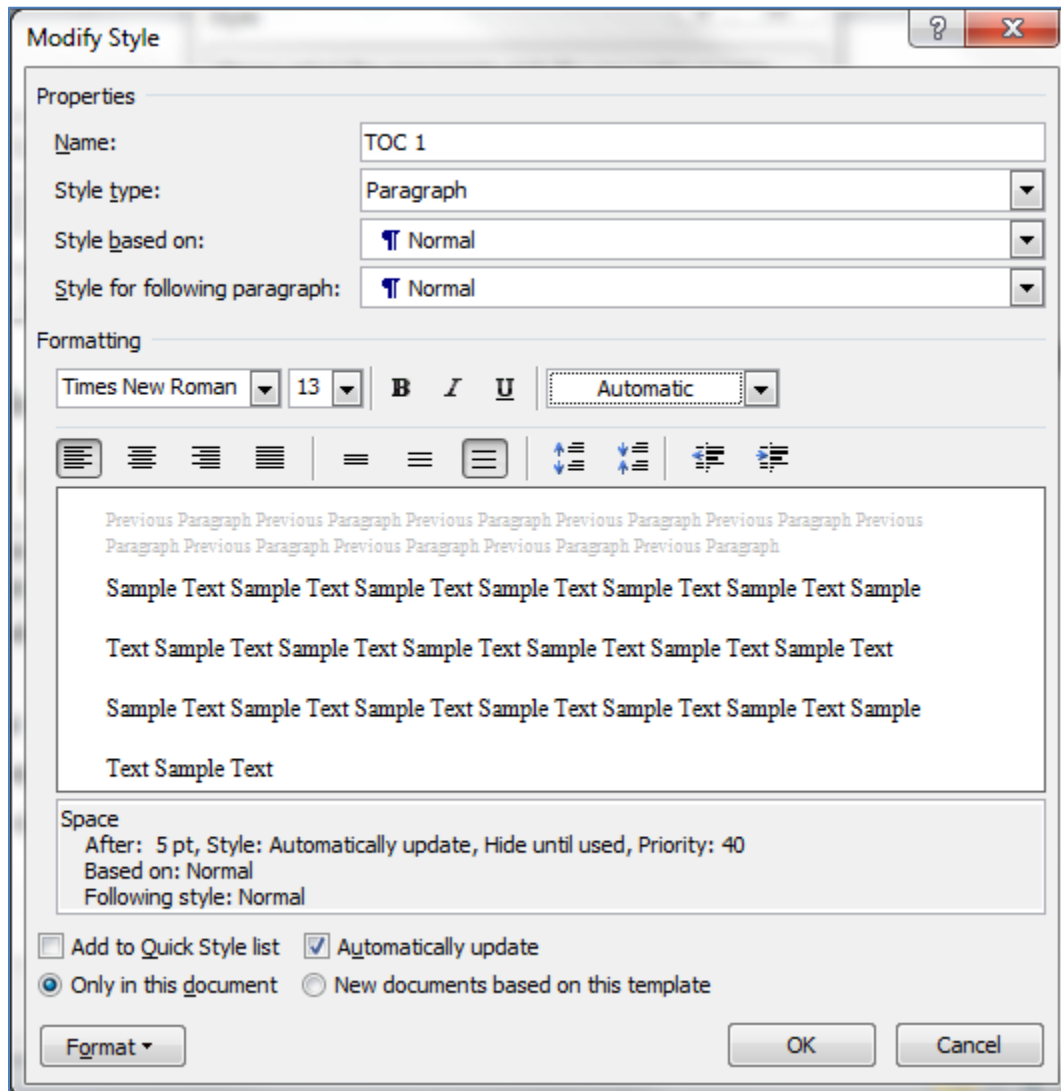
Now, click the **Modify** button.

You should see the **Style** window:



You will see a preview of the formatting for TOC 1 (Heading 1). If you would like to change the formatting, click on the **Modify** button.

You should see the **Modify Style** window:

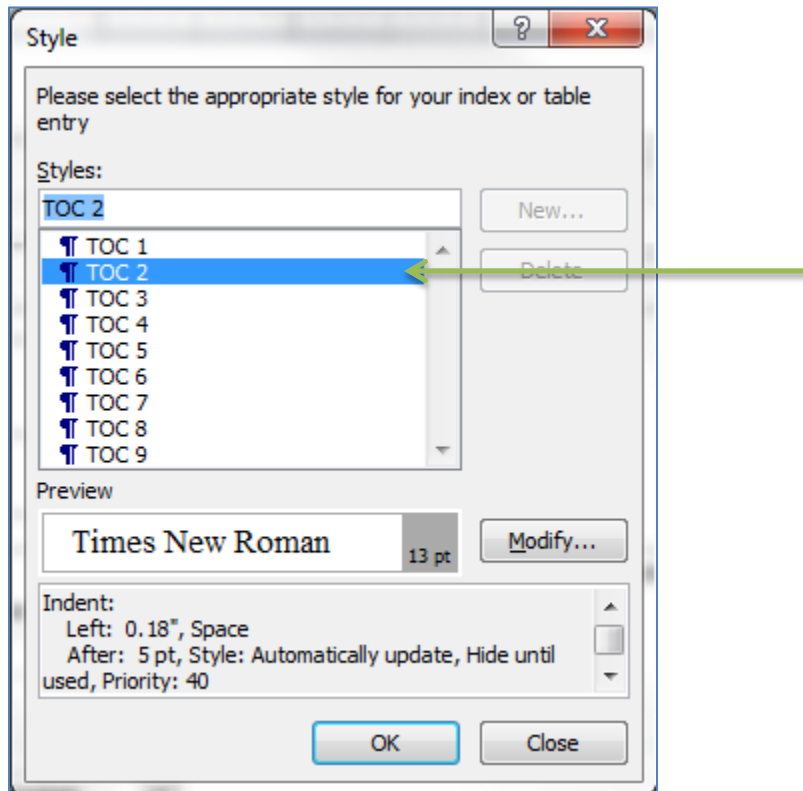


You can use the selections available in this window to format the TOC 1 (Heading 1) entries in the table of contents (font, size, spacing, bold, italic, etc.).

If you want to save your formatting selection to use in future documents, select **New documents based on this template**.

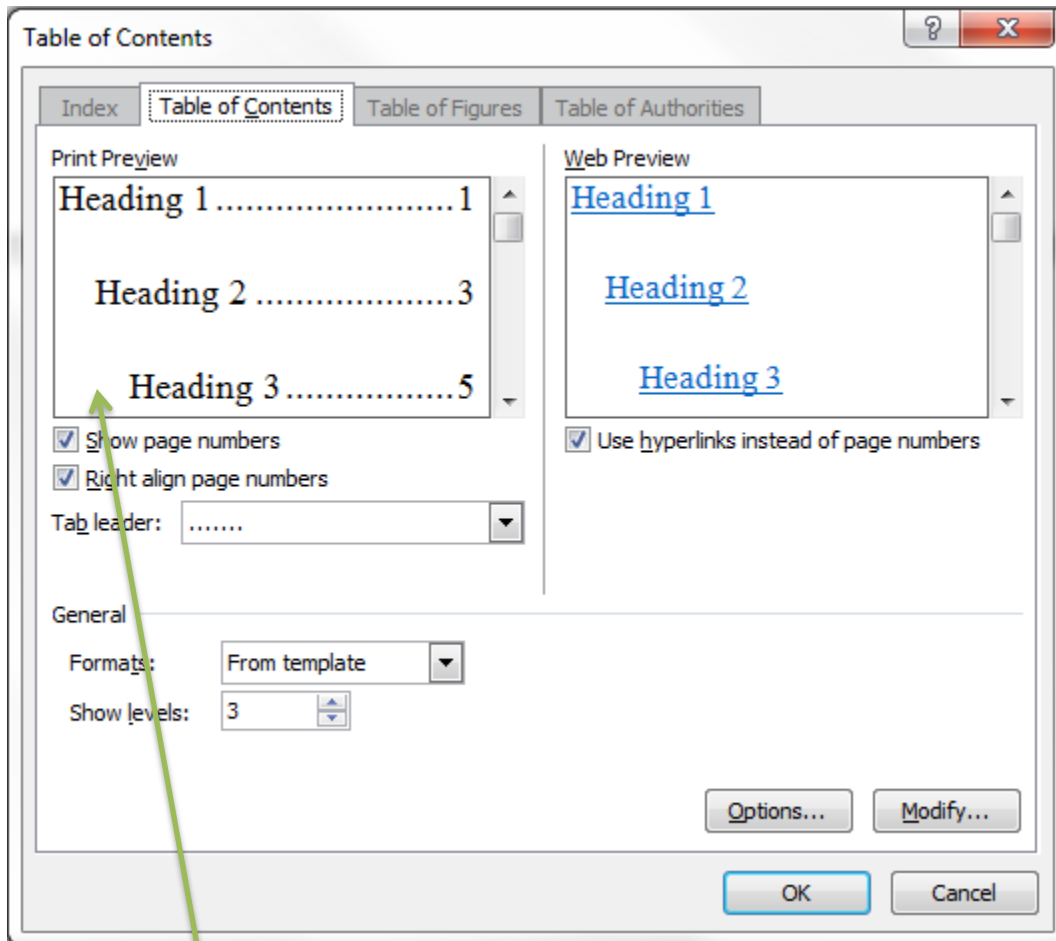
When you are finished, click **OK**.

You will return to the **Styles** window. Now select TOC 2 and repeat the steps above to modify the formatting for TOC 2 (Heading 2). Repeat for all the levels of TOC/Headings that will appear in the table of contents.



When you have finished formatting each TOC/Heading level, click **OK**.

You will return to the **Table of Contents** window.



Check the **Print Preview** section to make sure the formatting for the table of contents is correct.

Now click **OK**.

The table of contents should be inserted into your document:

TABLE OF CONTENTS	
TABLE OF CONTENTS	2
TABLE OF AUTHORITIES	4
STATEMENT OF APPEALABILITY	5
STATEMENT OF CASE	5
Case Number BFXXXXXXX 	5
Initial Sentencing	6
Case Number BF1XXXXXX	6
Sequential Sentencing of BFXXXXXXX and BF1XXXXXX	7
STATEMENT OF FACTS	8

There may still be some formatting in the table of contents that you want to clean up. You may do this now, or later when you update the page numbers in the table of contents.

Warning: If you make any changes directly in the table of contents, you will lose the changes if you regenerate the table. However, there is an option to only update the page numbers and any other changes you make should not be lost. If you anticipate that you will need to make changes in the brief, and that these changes will require that the table of contents be completely regenerated, do not make any changes to the table of contents at this point. Wait until you have generated the table of contents for the final time.

If you do not make any formatting changes now, you will want to determine whether any of formatting changes you plan to make will change how many pages the table of contents will be. If your table of contents will be longer after you make any necessary formatting changes, insert any additional pages at this point before you move on to the table of authorities.

STEP 4: MARK YOUR CITATIONS FOR THE TABLE OF AUTHORITIES

After you generate your table of contents, begin marking your citations to include in the table of authorities (remember, you want to do this step using the final, proof-read version of your brief). If you do not know how to use the Table of Authorities feature in Word to mark your citations, the following resources have instructions for using this feature:

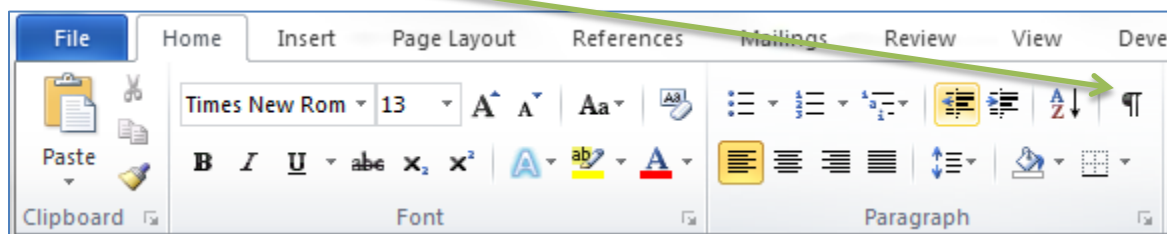
Deborah Savadra, Legal Office Guru, How to do a Table of Authorities, Part 1: Marking citations, <http://legalofficeguru.com/table-of-authorities-marking-citations/>

Microsoft Office Support, Create a Table of Authorities, Mark Citations, <https://support.office.com/en-us/article/Create-a-table-of-authorities-ddd126ae-52bc-4299-9558-06dd0e4fe8c0> (link to Microsoft.com, instructions provided by Microsoft)

See also Deborah Savadra, Legal Office Guru, 7 Ways To Screw Up A Table of Authorities, <http://legalofficeguru.com/7-ways-screw-up-table-of-authorities/>

STEP 5: GENERATE THE TABLE OF AUTHORITIES

After you finish marking all your citations, you will generate the table of authorities. Make sure that you hide the field codes and hidden text before you generate the table. If the table of authorities code is visible, click Show/Hide ¶ in the paragraph section under the **Home** tab to hide the markings (you need to do this to make sure the document is paginated correctly.)



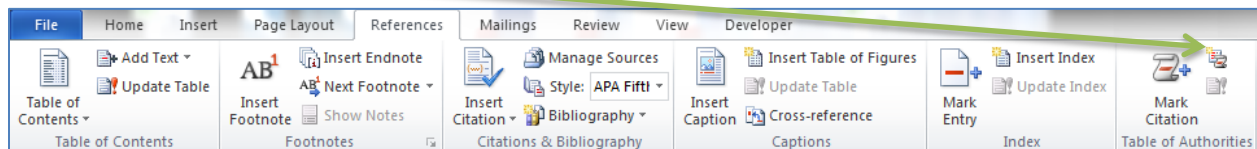
Go to the page that you set up for your table of authorities and place your cursor where you want the table to begin. For instructions on inserting and modifying the format of the table of authorities, see Deborah Savadra, How to do a Table of Authorities, Part 2: Defining, Formatting and Inserting the TOA, <http://legalofficeguru.com/how-to-do-a-table-of-authorities-part-2-defining-formatting-and-inserting-the-toa/>, and Microsoft Office Support, Create a Table of Authorities, <https://support.office.com/en-us/article/Create-a-table-of-authorities-ddd126ae-52bc-4299-9558-06dd0e4fe8c0> (link to Microsoft.com, instructions provided by Microsoft).

Important Note: Make sure that you follow the instructions in the resources listed above if you want to make changes to your table of authorities. If you make changes directly to the table of authorities without following the steps outlined in the instructions, you will lose the changes that you make when you regenerate the table of authorities to update the page numbers in the next step.

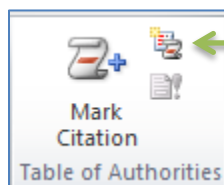
STEP 6: UPDATE THE PAGE NUMBERS IN YOUR TABLE OF AUTHORITIES

After you create your table of authorities, you will need to regenerate the table to update the page numbers. This is because the page numbers for the citations shifted when the table of authorities was built and they are not correct.

Under the **References** tab in the menu at the top of the page, click on the **Insert Tables of Authorities** icon (which unfortunately is not labeled).



Here are closer views of the icon:

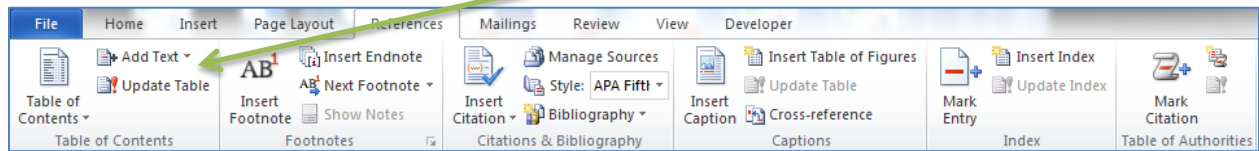


The table of authorities should regenerate with the correct page numbers.

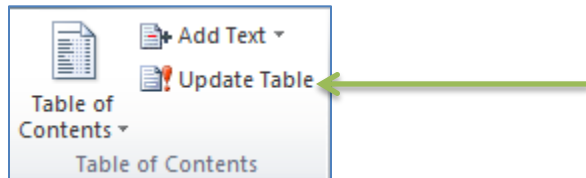
STEP 7: UPDATE THE PAGE NUMBERS IN THE TABLE OF CONTENTS

Now that the table of authorities has been added to the brief, the page numbers in the table of contents are no longer correct. You will need to regenerate the table of contents to update the page numbers.

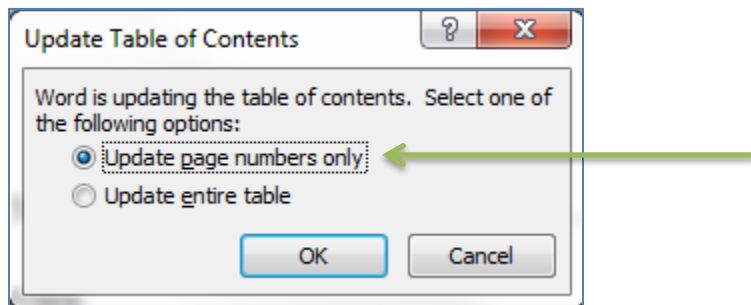
Under the **References** tab, go to the **Table of Contents** section.



Click on the **Update Table** icon.



You should see the following window:



If you made any formatting changes to the table of contents when you originally generated it, make sure you select **Update page numbers only**. Click **OK**. The page numbers in the table will be updated.

Your brief should now be properly paginated and your tables should have the correct page numbers.