How to Create Chapter Headings in a Microsoft Word® 2007Document

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1. Introduction

This document identifies the purpose of chapter headings and how to format them using Microsoft Word® 2007.

Formatted chapter headings are typically used when the document is broken into separate sections, like the chapters in a book. Once the chapter headings are properly formatted, the formatting can be applied to the Table of Contents and the page number format.

2. Working with Headings

To ensure that the chapter formatting works properly, perform the following steps in the order in which they are listed:

Steps to Perform:	Instructions for the step are located here:
1. Add the Chapter heading text to your document. These are formatted using the **Heading 1** style. Add any other heading text you want to your document. These use lower level headings, using the **Heading 2** and lower styles.	Create a Chapter Heading
2. Format the Chapter Headings.	Format the Chapter Heading
3. Create the section breaks for each chapter.	Create the Section Breaks
4. Add the Table of Contents.	Create the Table of Contents
5. Create the headers and footers.	Insert the Headers and Footers
6. Turn off "Link to Previous" in the headers and footers.	Turn Off the Link to Previous Option
7. Add the chapter heading references to the headers.	Add Chapter References to the Headers
8. Set up the page numbering options in the footers.	Set Page Numbering in Footers
9. Update the Table of Contents.	Update the Table of Contents

Create a Chapter Heading

Before you begin, list the styles on the right side of the screen to make them easier to access:

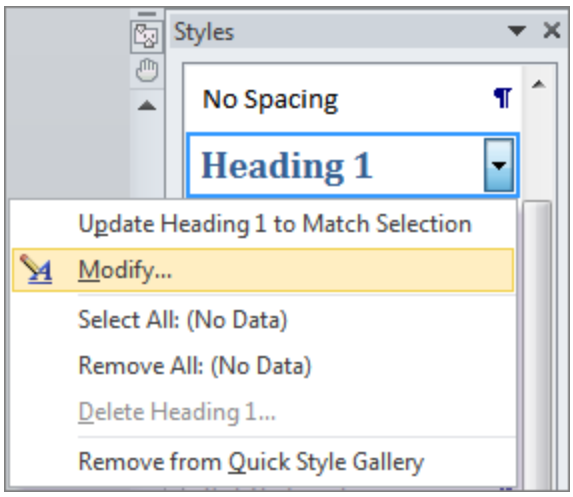
1. From the **Home** ribbon, locate the **Styles** section, and then click the little arrow under the Change Styles button. (See red highlighted area below.) The **Styles** panel appears.

2. Place the cursor on the same line as the text to be formatted as a Chapter Heading and then click the **Heading 1** style. This applies the **Heading 1** style.

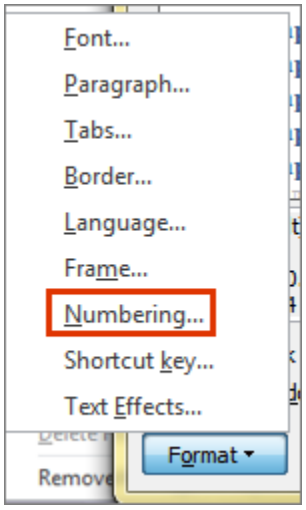
Format the Chapter Heading

To format the chapter heading:

1. From the **Styles** panel on the right, mouse over the **Heading 1** style and then click the drop-down list button to view the list of options.



2. Click the **Modify** option. The ***Modify Style*** dialog box appears.
3. Click the **Format** button to view a list of options, and then click the **Numbering** option. The ***Numbering and Bullets*** dialog appears.



4. Select the appropriate option. For this document, the capitalized **ABC** option was selected.
5. Click **OK** to save this modification and close the ***Numbering and Bullets*** dialog.
6. Click **OK** to close the ***Modify Style*** dialog.

Notice that all of the headings with a **Heading 1** style are now numbered. **Note**: You do not need to add numbering or letters to create chapter headings, but you will want to do so just to ensure you are doing this properly. You can remove the numbering later.

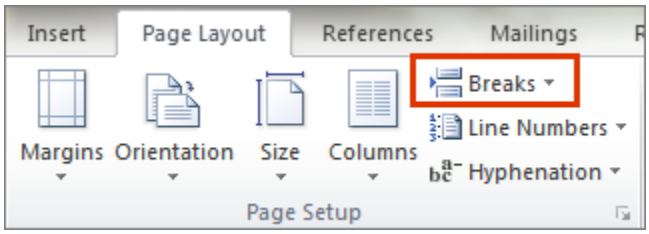
3. Format the Document

In this chapter you will learn how to control the formatting of the chapter headings, page numbers, and the Table of Contents.

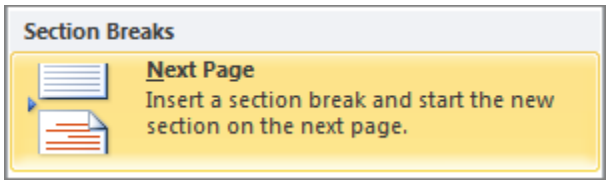
Create the Section Breaks

The page numbers and the Table of Contents entries are formatted by isolating each chapter in its own section. To create a section break:

1. At the end of the text for the first chapter, place an extra blank line at the end of the text. The cursor should remain on this line for the next steps.
2. Click the **Page Layout** ribbon to select it.
3. Click the **Breaks** button to view a list of options.



4. Under the **Section Breaks** section, click the **Next Page** option to select it.

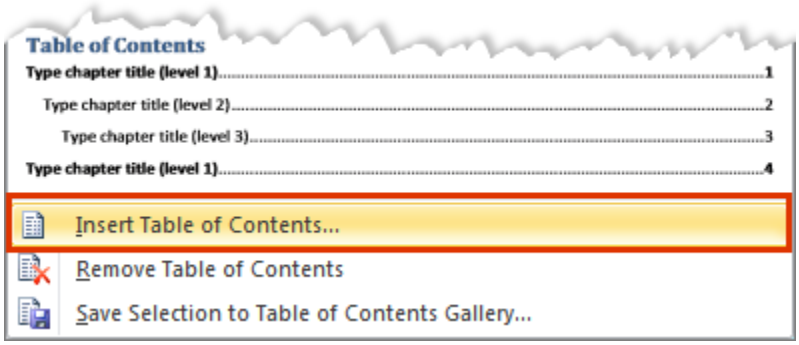


Perform these steps for each chapter in the document. If you already have a Table of Contents, be sure to perform these steps after the Table of Contents and before the first heading on the page that follows the Table of Contents. If you have not created the Table of Contents, perform the steps in the Create the Table of Contents section below.

Create the Table of Contents

This document does not cover all of the available Table of Contents formatting options. Instead it covers the steps used to create the Table of Contents in this document. You can use this same procedure to change an existing Table of Contents. Just be sure to highlight the Table of Contents before performing these steps if you want to change the existing Table of Contents.

1. Place the cursor where you want to insert the Table of Contents. If you are replacing the existing Table of Contents, highlight the entire Table of Contents.
2. Click the **References** ribbon to select it.
3. Click the **Table of Contents** button to view a list of available options.
4. Click the **Insert Table of Contents** option. The ***Table of Contents*** dialog appears.



5. Modify the Table of Contents as appropriate to your situation. The Table of Contents for this document was modified to indent the lower level headings.
6. Click **OK** to save the settings and insert the Table of Contents.

Note: Once the Table of Contents exists you can update it at any time, using these steps.

1. Right-click the Table of Contents and then select the **Update Field** option.
2. Click the **Update Entire Table** option.

Create the Headers and Footers

The following are the steps used to create the headers and footers for this document.

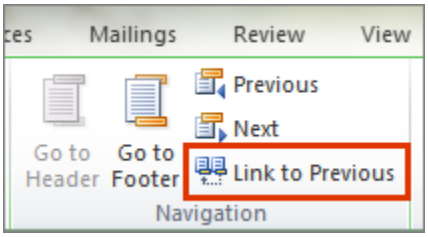
Steps to Perform:	Instructions for the step are located here:
1. Insert the headers and footers.	Insert the Headers and Footers
2. Turn off the "**Link to Previous**" option.	Turn Off the Link to Previous Option
3. Add the chapter references to the headers.	Add Chapter References to the Headers
4. Set the page numbering option in the footers.	Set Page Numbering in Footers
5. Update the Table of Contents.	Update the Table of Contents

Insert the Headers and Footers

Double-click the area where the header or footer is usually placed to open the header or footer to start your edits directly. Optionally, click the **Insert** ribbon to access the **Header** and **Footer** buttons and select options for the headers and footers.

Turn Off the Link to Previous Option

While a header or footer is open (not grayed out), the Header and Footer Options appear in the ribbon.



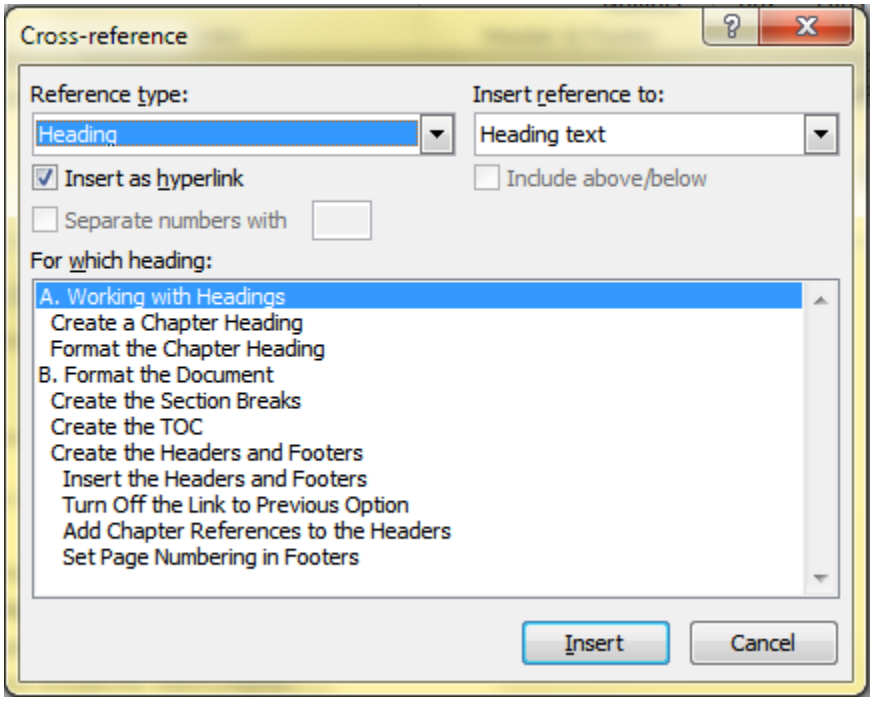
- Move between sections by clicking the **Previous** and **Next** buttons.
- Click the **Go to Footer** button to view the footer in the current section.
- Click the **Go to Header** button to view the header in the current section.

For each section and each header and footer, select the **Link-to Previous** button to toggle this option off/on. If the option is currently selected, it is highlighted. When the option is not selected it is not highlighted.

Add Chapter References to the Headers

Once the **Link to Previous** option is toggled off for all sections in the document, add the heading references to the headers.

1. Double-click the header for the first chapter. Word opens the header.
2. Place the cursor where you want to insert the chapter heading. You may need to insert a tab or format the header to get the desired header formatting.
3. Click the **Insert** ribbon and then click the **Cross-Reference** button. The ***Cross-reference*** dialog appears.



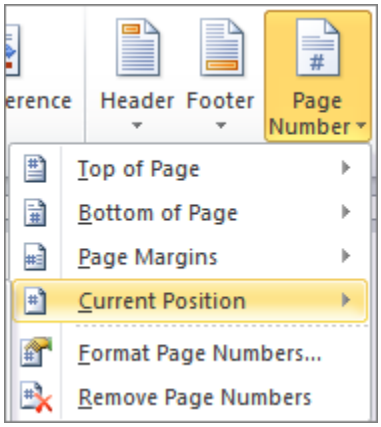
4. Click the cross reference to the chapter to insert into the header and then click the **Insert** button.
5. Click the **Close** button. Word inserts a field that contains a reference to the selected chapter.

Note: To update the chapter title in the header, right-click the chapter heading field in the header and select the **Update Field** option.

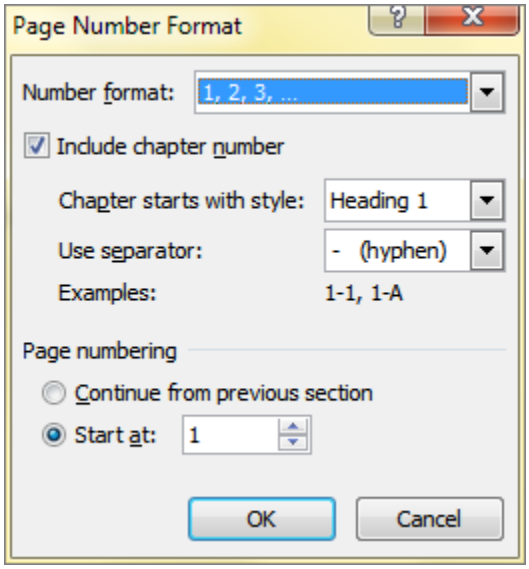
Set Page Numbering in Footers

This procedure causes the numbering in the footers to be reset to one (1) for the first page of each chapter. The **Link to Previous** toggle must be toggled off for this procedure to work.

1. Double-click the footer of a chapter page to open the footer.
2. Place the cursor where you want the page number to be inserted. If the page number already exists, skip to step 5.
3. Click the **Insert** ribbon to select it.
4. Click the **Page Number** button and select the **Current Position** option. In this document, the Plain Number style was used. Word inserts the number into the current position.



5. Highlight the number in the footer.
6. Right-click the number and select the **Format Page Numbers** option from the menu. Word displays the Page Number Format dialog.



7. Click the **Include chapter number** check box.
8. Click the **Start at** option.

9. Click **OK** to save the options.

Perform these steps for the document footers in every section of the document.

Update the Table of Contents

Finally, once you have performed all of the formatting for the document, update the Table of Contents to ensure that the changes to the document have been updated.

1. Right-click the Table of Contents and then select the **Update Field** option.
2. Click the **Update Entire Table** option.