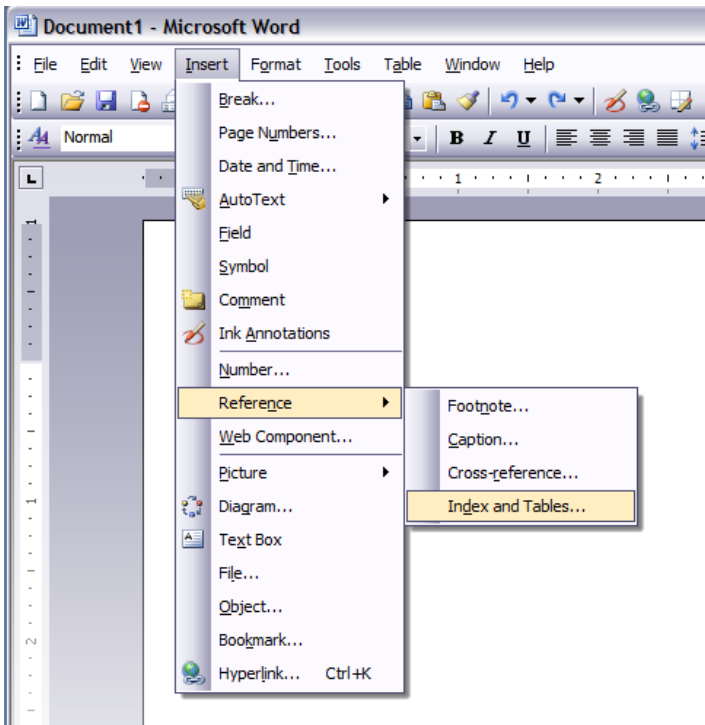


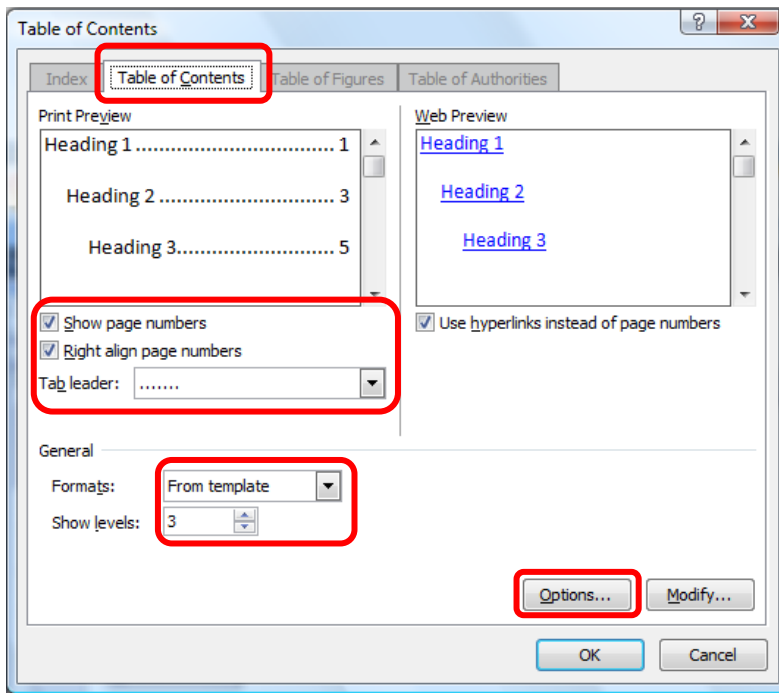
Word 2003: Create a New Table of Contents

(3 levels, as per IIMBA Thesis Regulations)

Go: Insert → Reference → Index and Tables



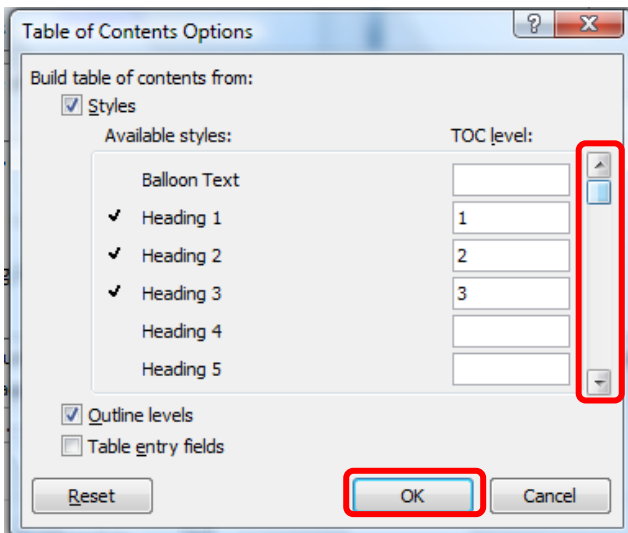
Ensure the following items are correct, then click 'Options...':



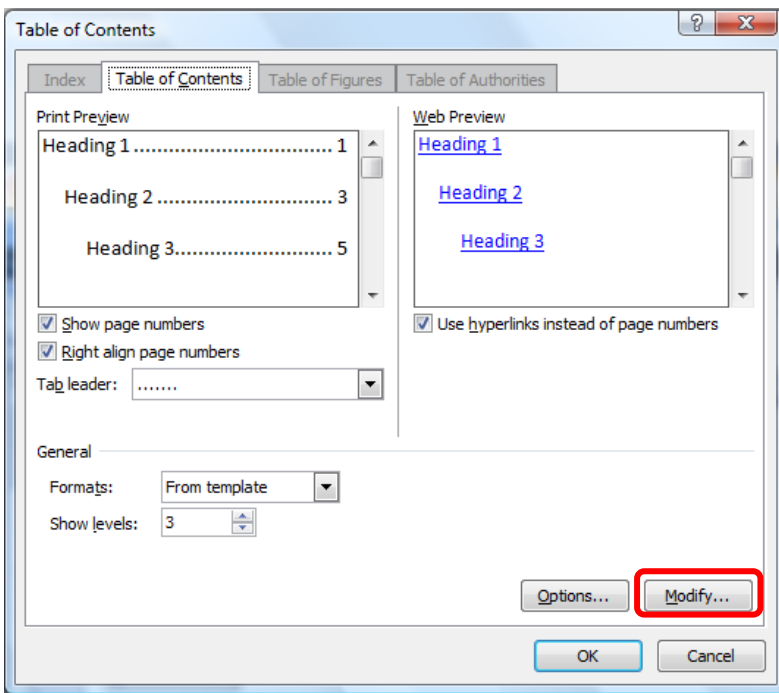
Scroll through and ensure *only* the following 'Available styles' are assigned the correct TOC level, then click OK:

- Heading 1 → 1
- Heading 2 and Heading 9* → 2
- Heading 3 → 3

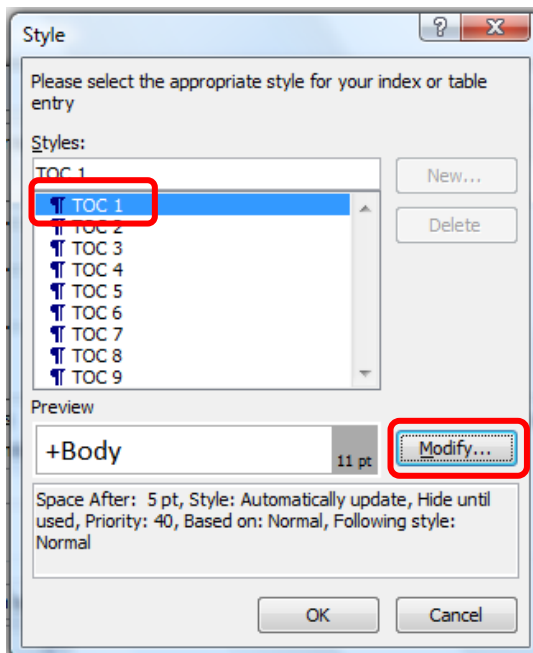
*Heading 9 is if you use Heading 9 for your 'Appendix 1: Some Appendix' headings



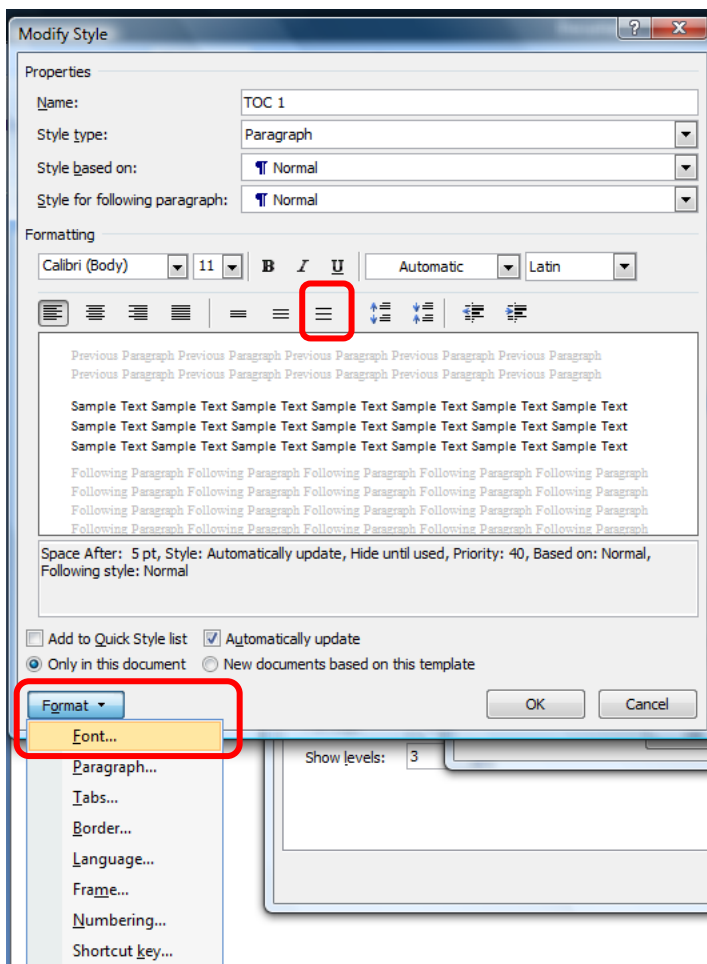
Then click 'Modify'

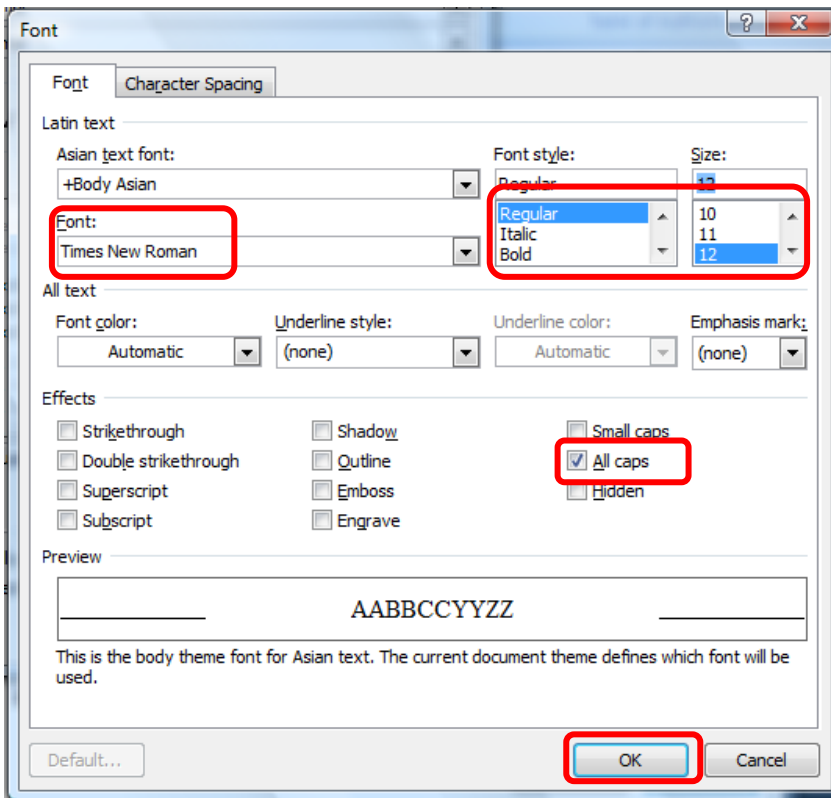


You'll need to modify the styles TOC 1, TOC 2, and TOC 3, to ensure they adhere to regulations:



Ensure each style is double spaced (probably automatically will be), then for TOC 1 edit the font to be ALL CAPS:





For TOC 2 and TOC 3 ensure that they are also Times New Roman, Regular, and Size 12 as well.

'OK' out of it, and if the old Table of Contents is highlighted, select 'Yes' to replace.