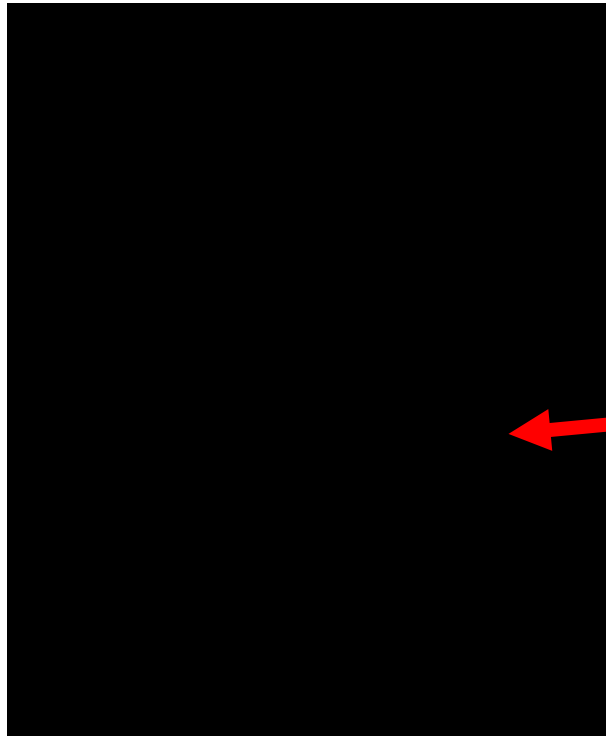**Thesis/Dissertation Heading Label Configuration**

6. In the Font popup, check the box for All caps.

7. Click OK in the Font popup, then click OK in the Modify Style popup.
8. In the Styles box at the top, there is now a Ch-Pg Title option, and it is now formatted centered, bold, and all caps.
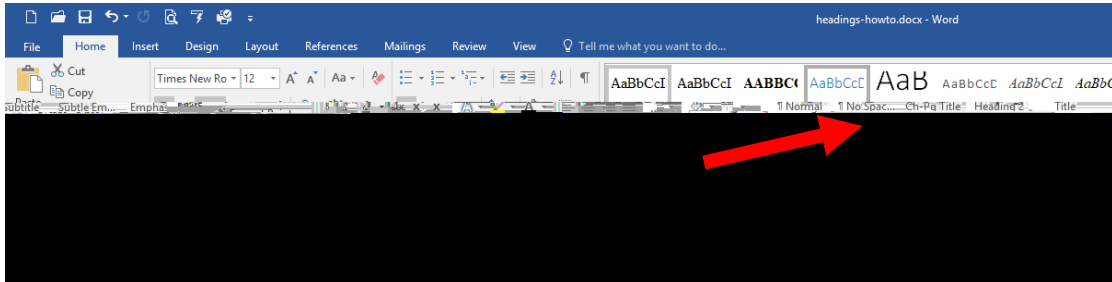

9. Throughout your paper, you MUST label all chapter titles and page titles with this style for your table of contents to work properly.
   a. To label it, highlight the text of the chapter title or page title, and then click on this style.
   b. It will automatically format it and automatically put it in your table of contents with the corresponding page number next time you update the table of contents.

Level 1 Headings
1. The first time you make a level 1 heading; format it as specified in the table on the Content/Chapters page.

2. Highlight the properly formatted level 1 heading, right click on the Heading 2 Style and select Update Heading 2 to Match Selection.

3. Right click again on the Heading 2 style and select "Rename..."
4. In the Rename Style popup, change the text to Level 1, and then click OK.
5. Throughout your paper, you MUST label all level 1 headings with this style for your table of contents to work properly.
   a. To label it, highlight your level 1 heading, and then click on this style.
   b. It will automatically format it and automatically put it in your table of contents with the corresponding page number next time you update the table of contents.

Level 2 Headings
1. The first time you make a level 2 heading; format it as specified in the table on the Content/Chapters page.
2. Highlight the properly formatted level 2 heading, right click on the Heading 3 style and select Update Heading 3 to Match Selection.
3. Right click again on the Heading 3 style and select "Rename..."
4. In the Rename Style popup, change the text to Level 2, and then click OK.
5. Throughout your paper, you MUST label all level 2 headings with this style for your table of contents to work properly.
   a. To label it, highlight your level 2 heading, and then click on this style.
   b. It will automatically format it and automatically put it in your table of contents with the corresponding page number next time you update the table of contents.

Level 3 Headings
1. The first time you make a level 3 heading; format it as specified in the table on the Content/Chapters page.
2. Highlight the properly formatted level 3 heading, right click on the Heading 4 style and select Update Heading 4 to Match Selection.
3. Right click again on the Heading 4 style and select "Rename..."
4. In the Rename Style popup, change the text to Level 3, and then click OK.
5. Throughout your paper, you MUST label all level 3 headings with this style for your table of contents to work properly.
   a. To label it, highlight your level 3 heading, and then click on this style.
   b. It will automatically format it and automatically put it in your table of contents with the corresponding page number next time you update the table of contents.

Level 4 Headings

1.