# Step 2: Headings and Subheadings

This PDF explains Step 2 of the step-by-step instructions that will help you correctly format your ETD to meet UCF formatting requirements.

UCF requires that all headings and subheadings maintain consistent formatting throughout the document.

Step 2 shows you how to set up and uniformly make style modifications to major and chapter headings and subheadings.

## About Headings and the Task Pane

Generally students will be best served by adapting the existing Microsoft heading styles. For the moment, we will assume that your heading styles are determined as such:

Precontent = ABSTRACT, ACKNOWLEDGMENTS, TABLE OF CONTENTS

Heading 1 = ALL CHAPTER AND MAJOR HEADINGS AFTER THE TABLE OF CONTENTS

Heading 2 = First-level subheadings

Heading 3 = Second-level subheadings

Heading 4 = Third-level subheadings

Heading 5 = Fourth-level subheadings

To make each heading appear as you intend globally in the text, you will need to alter the heading style itself.

If you wish to include chapter numbers in your headings and subheadings, please see the Numbering help file.

In the Home tab, you will see a section of the ribbon called "Styles." In the lower right-hand corner of this section you will see a little diagonal arrow. Click on the arrow to bring up the Styles menu.
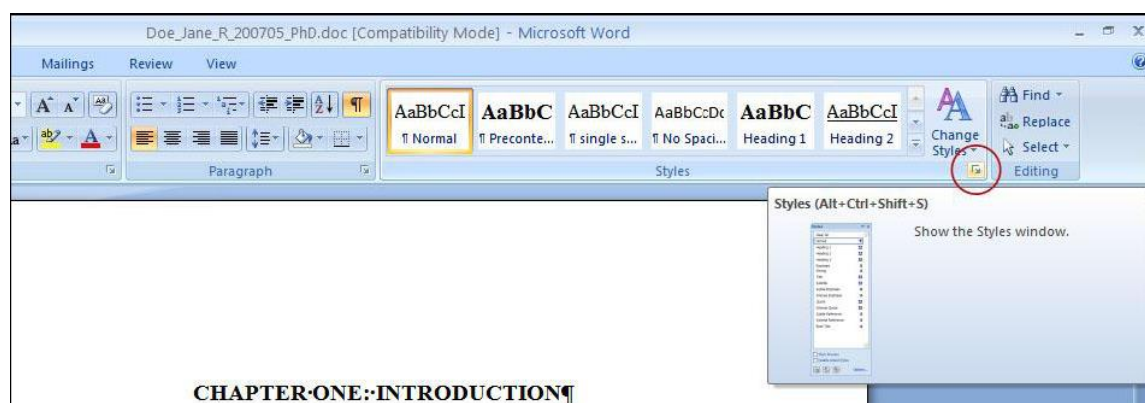


You will see a list of all of the styles that have been used in the document so far.

Depending on the "Show" setting at the bottom of the task pane, you will see either a list of all the ("Available Formatting") OR those styles that have been used in the document so far ("Formatting in Use"). You can toggle these views as necessary using the drop-down menu on the "Show" item.

## Modifying Chapter Headings

Your first step will be to modify Heading 1, which covers your major and chapter headings, excluding the Precontent.

- Find the style called Heading 1 in the task pane.

- Click the arrow button (not the words "Heading 1") that appears when you mouse over it. This should bring up a drop-down menu:
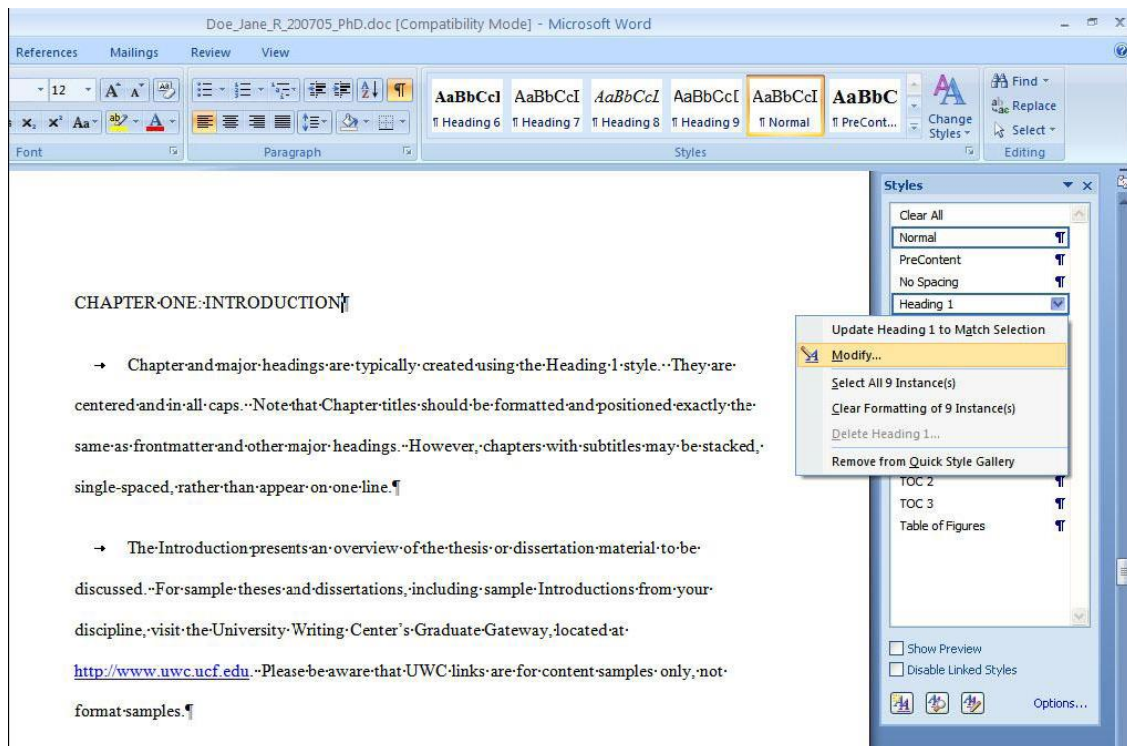


- Select **Modify**. A small menu will pop up.

This menu will have all of the same buttons you usually find on the toolbar. However, this menu will only allow you to change items that you have designated as Heading 1s.

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This is where you should change items like font size and type, single or double spacing, centering, bolding, etc.
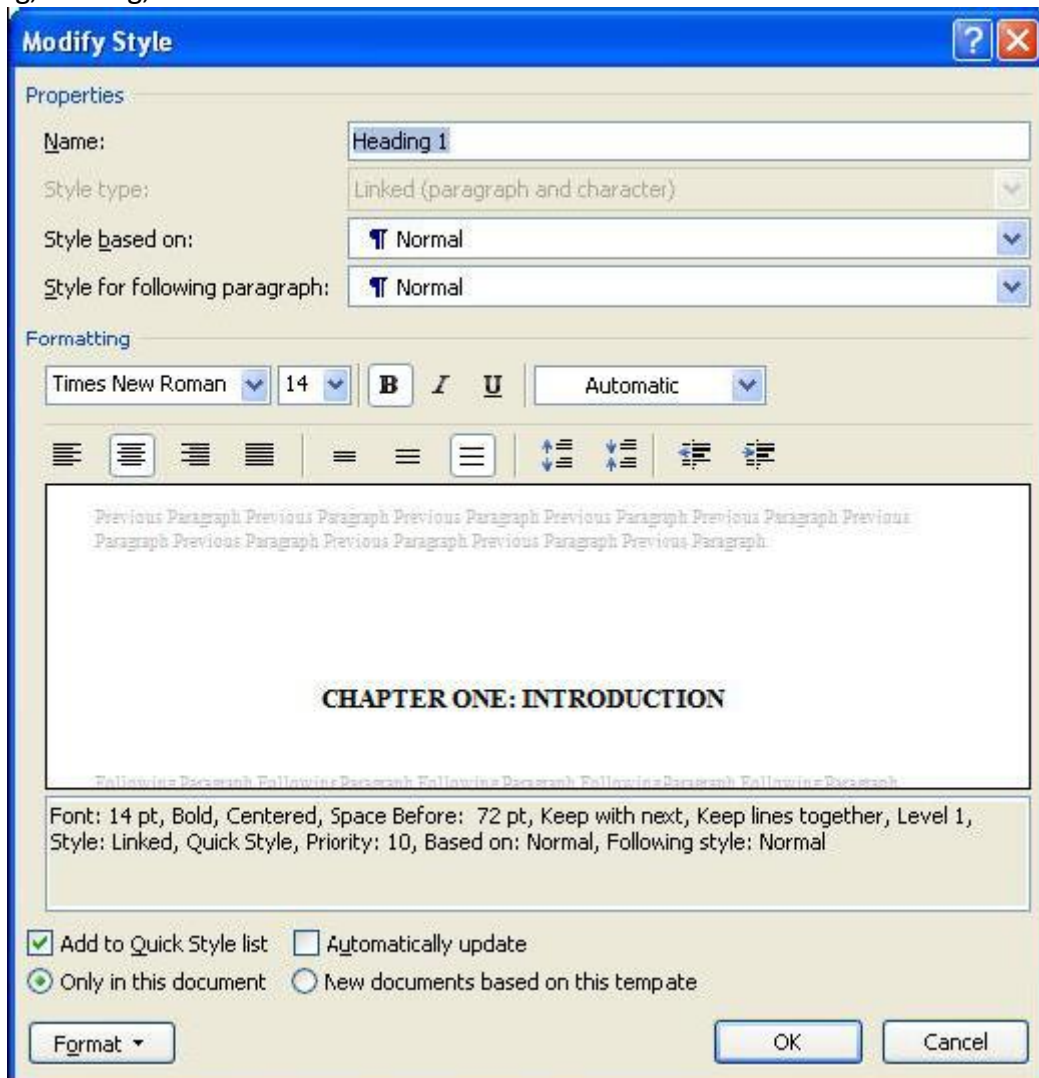


To meet UCF formatting for major and chapter headings, you should modify the style to an easily readable font, like Times New Roman, font size 14, bold, centered, and single-spaced.

This can be accomplished by clicking on the buttons above the Preview section.

- When the preview section reflects a centered, bolded heading, click **OK**.

- Now you can apply the style to new headings or text in the document either by highlighting the desired text or simply clicking within the text you intend to format and then clicking on Heading 1 in the Styles task pane.
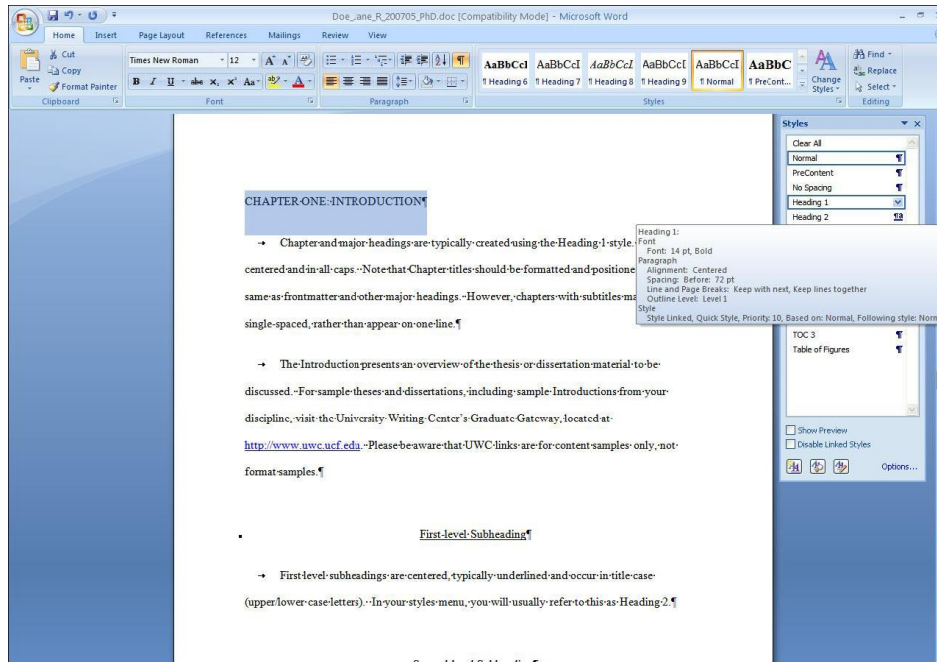
After applying the style, the heading should look like this:
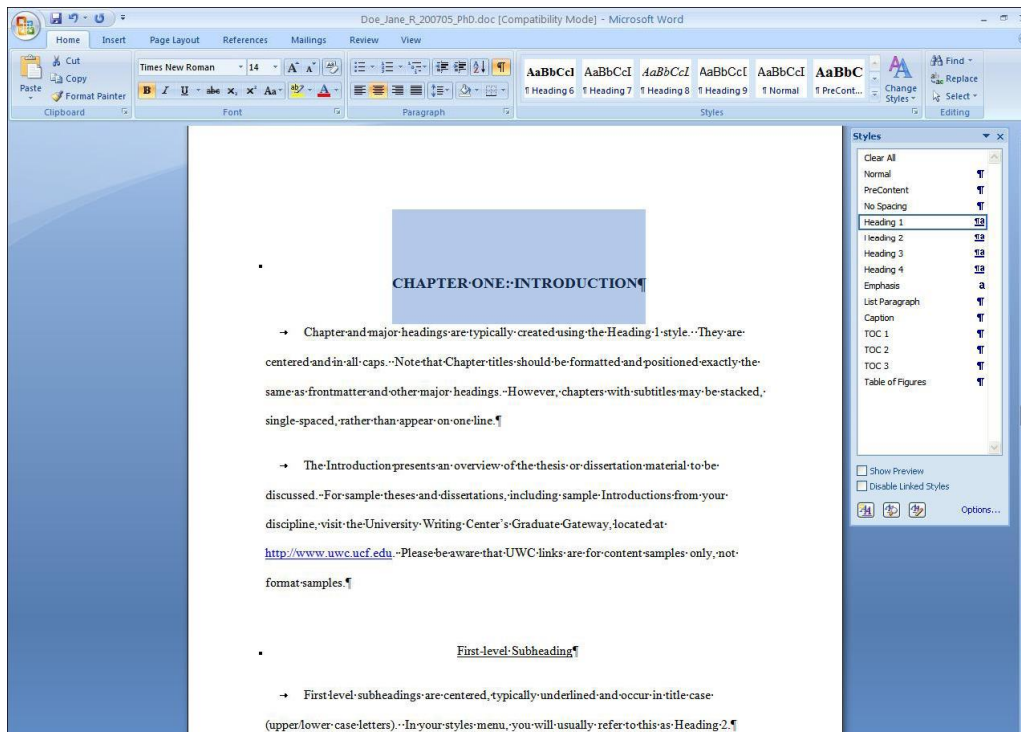
- That should be it! You have successfully applied the Heading 1 style. If you need to make changes to any Heading 1 formatting, go back into the task pane and make the change, repeating this process.

**REMEMBER: DO NOT** use the main toolbar functions to change the formatting of your headings! Instead, follow these same instructions and make the changes through the Modify menu.

Any changes made through the normal Word toolbar can inadvertently create extra styles and create extra (or missing) bookmarks in the final conversion.
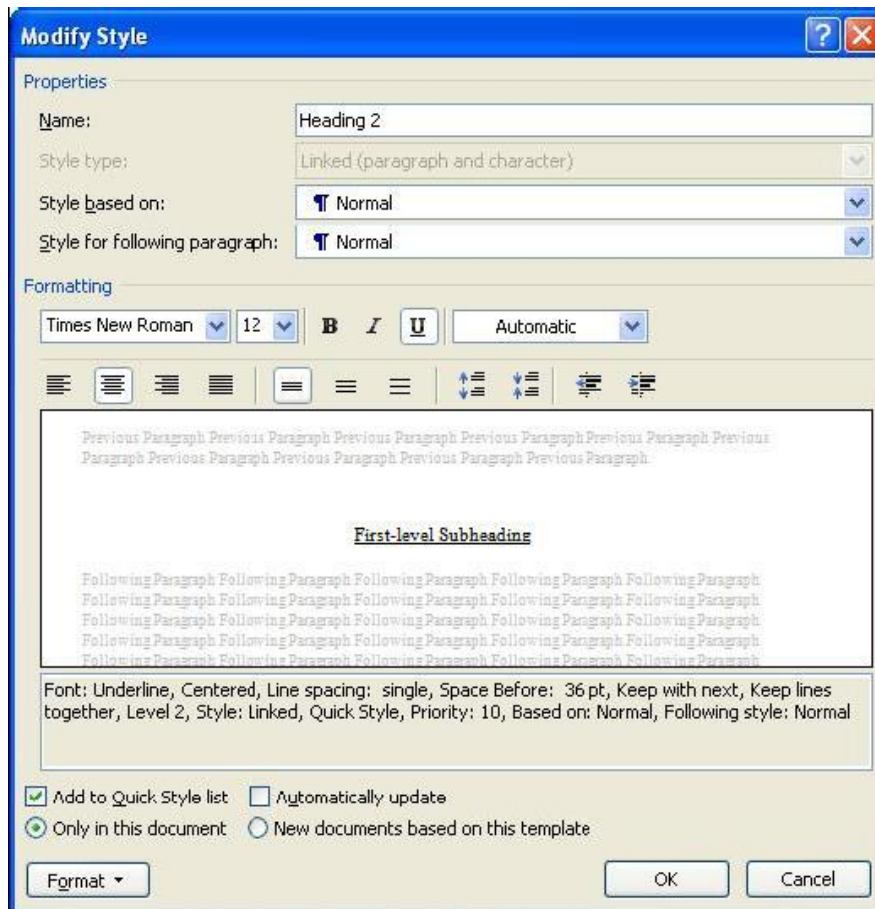
## Formatting Subheadings

After the major and chapter headings are in place, you can now format each level of subheadings.

- Modify Heading 2. Click the arrow button (not the words "Heading 2") that appears when you mouse over it. This should bring up a drop-down menu.

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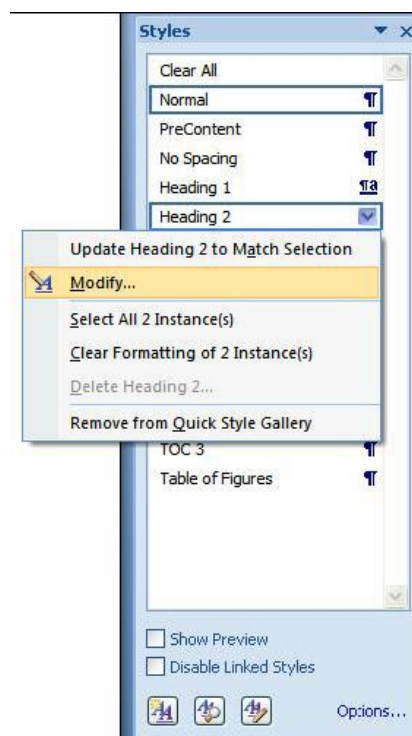
The Modify Style box will appear:



You will make the changes to Heading 2 here the same way you modified Heading 1.

While the UCF Thesis and Dissertation manual offers some flexibility about subheading formatting (provided each level of subheading has a unique format), this explanation will use the base subheading placements in the ETD manual.

For the purposes of this help file, Heading 2s will all be centered, underlined, and 12-point Times New Roman font.

- From the Modify Style menu, click on the Centered button, as well as the Underline button. The Preview section should reflect the changes.

- Hit **OK**.

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- As before, you can now apply the style by highlighting the subheading or clicking within the subheading text and clicking on Heading 2 in the task pane.
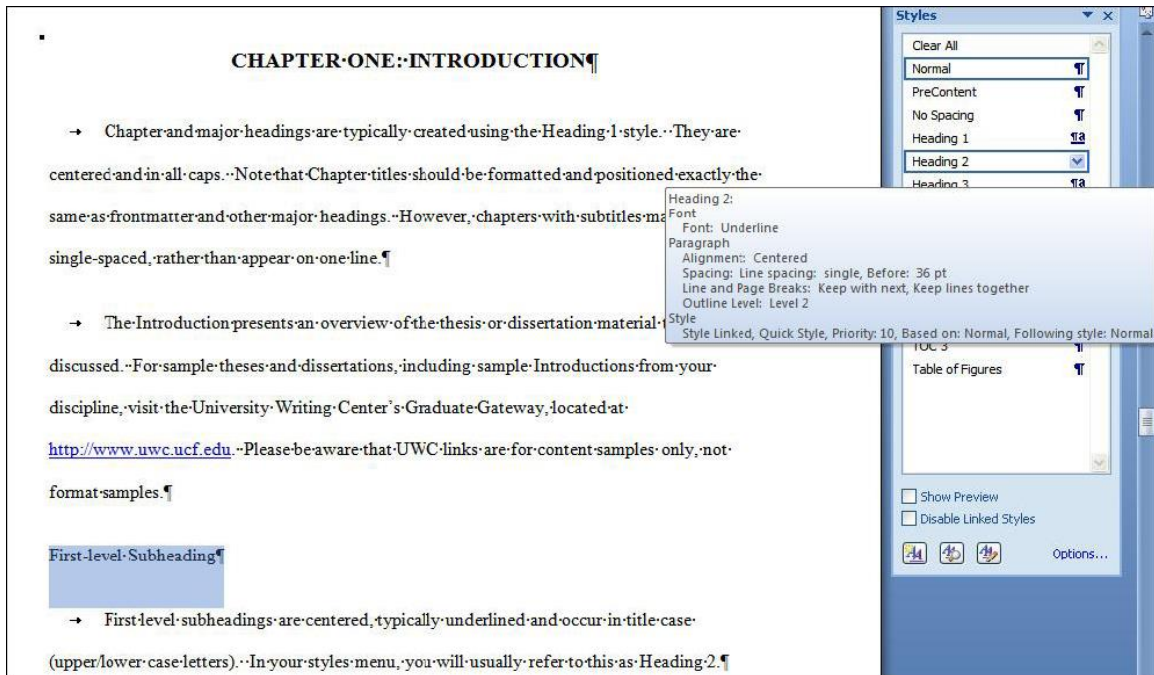


Your first-level subheading has been modified. Repeat the same process to create each level of subheading, Heading 3, Heading 4, and so on.

All other subheadings should be modified the same way. Use the Styles menu to change heading styles to UCF and department standards.

**AGAIN**, be sure to use Modify Styles menu to adjust heading and subheading styles to meet UCF requirements. DO NOT use the main menu toolbar functions to change a subheading styles.

## To Clear Formatting

When mistakes happen and you accidentally attribute a style to a section, you can clear the formatting to remove the style you applied.

- Highlight the portion of the document that needs clearing. At the very top of the task pane list of styles should be an option to "Clear All."
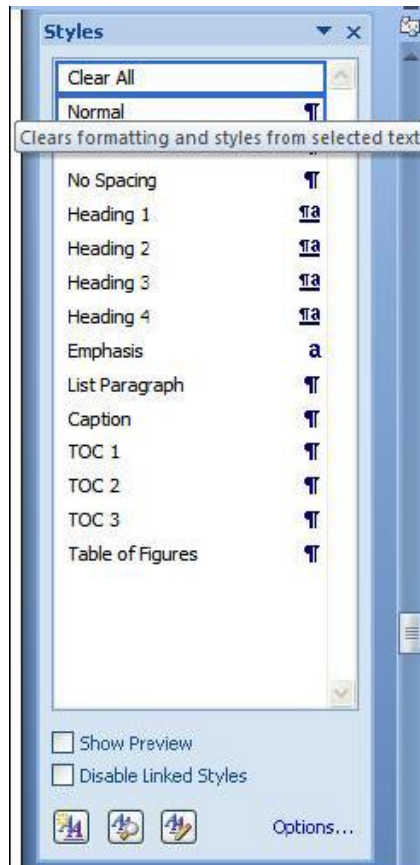


- Click this.

All style changes should be removed from your selection. DO NOT try highlighting the section and changing it manually using the main Word toolbar. This will only create additional styles.

> You are now ready for
> **Step 3: Precontent**