

## Table of contents line spacing

- 1 Go to your **Contents** page
- 2 **Right click** somewhere on the table
- 3 Select **Edit field**
- 4 In the column on the left, make sure **TOC** is highlighted by clicking once on it.
- 5 Click once on the box containing **Table of Contents** under **Field properties**
- 6 Select **Modify** (lower right)
- 7 In the list on the left, **TOC1** should be highlighted. If not, click once on it.
- 8 Select **Modify** (lower right)
- 9 Select **Format** (bottom left)
- 10 Select **Paragraph...**
- 11 In the **Spacing** section, set **Before** to 5 pt, **After** to 5 pt and **Line spacing** to Single
- 12 Click **OK**
- 13 Click **OK** in the next box that appears
- 14 You should now be back at the box headed **Style**
- 15 Now highlight **TOC2**
- 16 Select **Modify**
- 17 Select **Format** (bottom left)
- 18 Select **Paragraph...**
- 19 This time, set **spacing before** and **after** to 0 pt and **line spacing** to single
- 20 Select **OK**
- 21 Select **OK** again
- 22 Now repeat steps 15-21 for **TOC3** and (if you've gone that far) **TOC4**.
- 23 When you arrive back at the Style box select **OK**
- 24 You should now be back at the **Table of Contents** box  
Set the **Tab leader** back to none (that tends to revert to the default option)
- 25 Select **OK**
- 26 Select **OK**

Your Table of Contents should now be single spaced except for TOC1 which is boldfaced and set off 5 pts from the surrounding entries.