



Don't Panic:
If you just lost your reference list, table of contents, list of figures, cross references, caption numbers, etc.

Or if your Table of Contents lines all have the same page number.

You have just discovered "field codes"

They look something like this:

```
{ TOC \o "2-3" \h \z \t "Heading 1,1,Head1_Preliminary pages,2,Head1_Refs&Appendices,1" }
```

What to do:

The screenshot shows a Microsoft Word document with a corrupted Table of Contents. The left pane shows the raw field code: `{ TOC \o "2-3" \h \z \t "Heading 1,1,Head1_Preliminary pages,2,Head1_Refs&Appendices,1" }`. A red box asks "Aaargh! What's this?". A larger red box explains that only "computer coding" is visible instead of a proper ToC. A green box suggests clicking the field code and hitting ALT-F9. The right pane shows the resulting ToC where all entries have the same page number (1). The Word Options dialog box is open to the Advanced tab, with the "Show field codes" checkbox checked. A green box points to this checkbox with the instruction "UNTICK 'Show field codes'". Other options like "Show document content" and "Field shading" are also highlighted with green boxes.

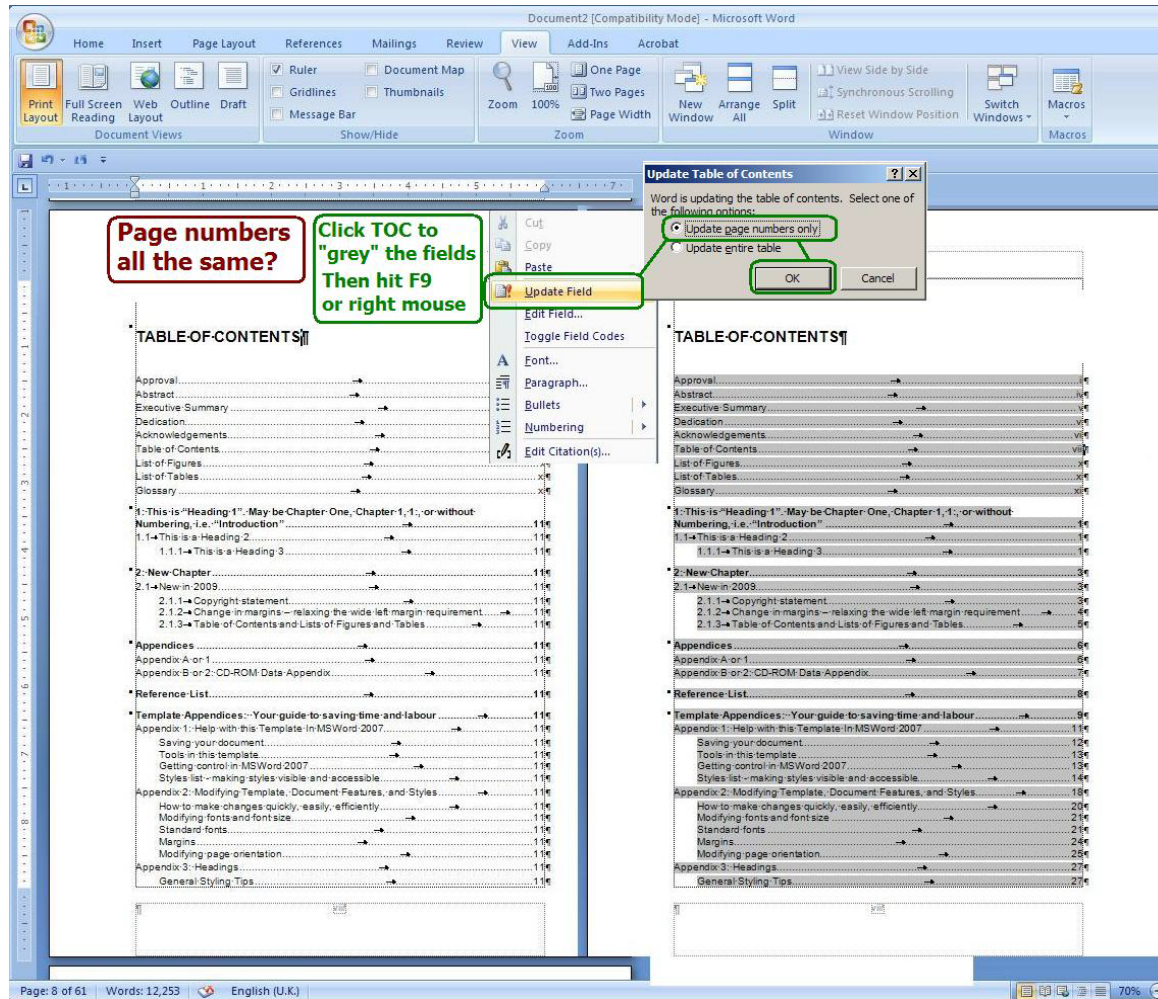
Then check, under the Office button, Word Options/Advanced, "Show document content". UNTICK "Show field codes"

Special thanks to several SFU grad students who contributed to finding this solution

When your table of contents or lists of figures and tables have all the same page number

What to do: Update the ToC again

Or Go to "Select All" to highlight the entire document and hit "F9" to update all hyperlinked items. The little grey menu may reappear several times, until all such features are updated.



The screenshot shows a Microsoft Word document with a table of contents. The 'Update Table of Contents' dialog box is open, showing three options: 'Update page numbers only' (selected), 'Update entire table', and 'Update field'. Annotations include a red box asking 'Page numbers all the same?', a green box saying 'Click TOC to "grey" the fields Then hit F9 or right mouse', and a yellow box highlighting the 'Update Field' button in the ribbon. The table of contents lists various sections like 'Approval', 'Abstract', 'Executive Summary', 'Dedication', 'Table of Contents', 'List of Figures', 'List of Tables', 'Glossary', and several numbered chapters and appendices, all with page numbers.

Explanation:

Your table of contents, reference list (compiled by Endnote, RefWorks, Zotero or other bibliographic data base), list of tables or figures, cross references, caption numbers and other information are all "built" from hyperlinked "field codes" that lie behind the actual text you wish to see. Sometimes they need a bit of "manual" help, as described above, especially if they data is located in an "added in" software, such as a reference management database. For more assistance:

- "Field codes" is the search term you need here to search MSWord Help
- Look for "Curly braces, \, and * appear in the document" or other topics.