

Generating a Table of Contents

A table of contents helps readers navigate the basic structure of a document. To simplify your document production process, Word automates the generation of a table of contents. This feature allows you to easily and efficiently generate and update a table of contents. After you have finished creating your table of contents, you can make formatting changes (e.g., text size, color) to the table of contents as you would to ordinary text. For more information on formatting text, refer to Working with Text Options.

Preparing for a Table of Contents

Before Word creates the table of contents, you must decide which material will be included and how it will appear. To indicate which elements should be included, you should designate each element using either the headings or the paragraph settings option.


Word allows you to designate not only which elements will be included in the table of contents, but also the way they are arranged. For example, a page title might be labeled Heading 1 (a larger and bolder text style) while the subtopics that below it might be labeled Heading 2. Once the table of contents is generated, these heading and style designations will be reflected.

For additional information on styles, refer to Using Word Styles.

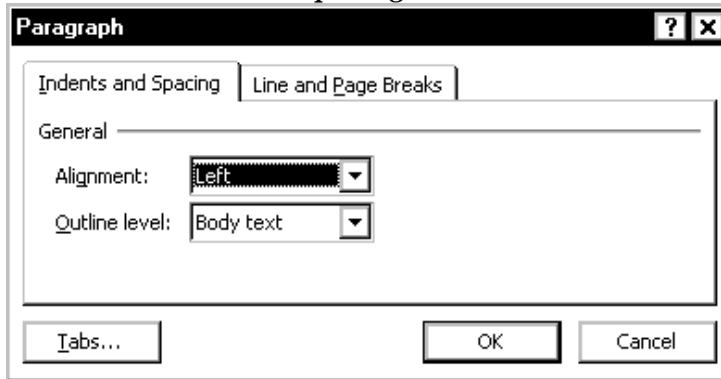
Preparing for a Table of Contents: Using Heading Styles

1. Place your insertion point within the item to be included in the table of contents
2. From the *Home* tab, in the *Style* section, select the desired heading
NOTE: To show more style and heading options, click the ▾ in the *Style* list
3. Repeat steps 1–2 as necessary for each item to be included in the table of contents

Preparing for a Table of Contents: Using Paragraph Settings

1. Place your insertion point within the item to be included in the table of contents
2. To display the *Paragraph* dialog box, from the *Home* tab, in the *Paragraph* group, click  the *Paragraph* dialog box appears.

3. Select the *Indents and Spacing* tab

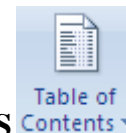


4. From the *Outline level* pull-down list, select the appropriate level
NOTE: By default, levels 1, 2, and 3 are included in the table of contents
5. Click **OK**
6. Repeat steps 1–5 as necessary for each item to be included in the table of contents

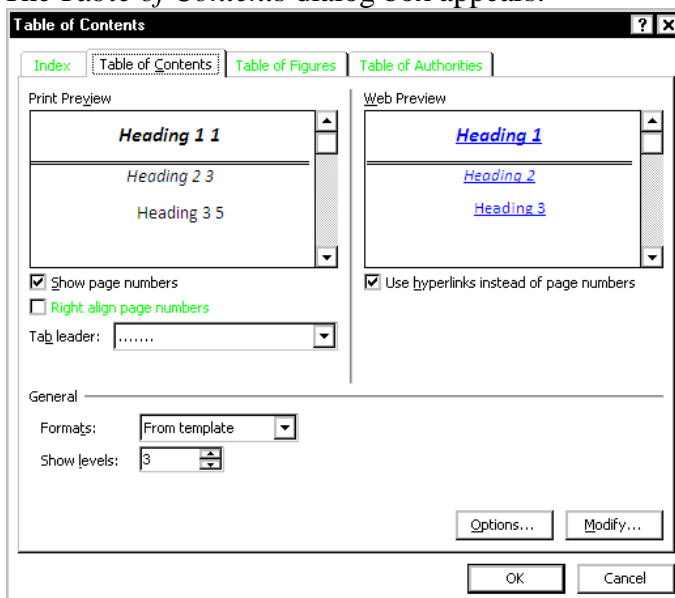
Inserting a Table of Contents

After you have prepared a document, you can insert a table of contents. To add a table of contents to a document, use the following instructions.

1. Place your insertion point where the table of contents should appear
2. From the *Ribbon*, select the **References** tab



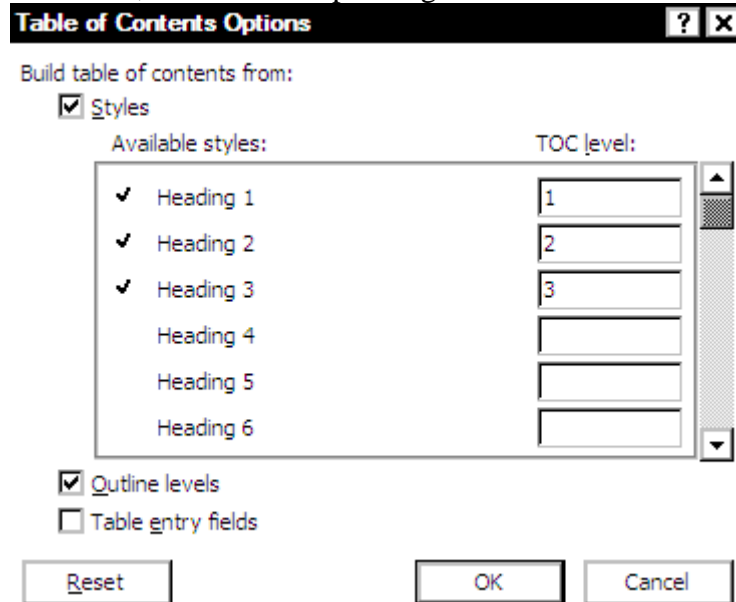
3. In the *Table of Contents* group, click **TABLE OF CONTENTS** the *Table of Contents* menu appears.
4. From the *Table of Contents* menu, select **Insert Table of Contents...**
The *Table of Contents* dialog box appears.



5. If your table of contents is based on *Outline* levels, in the *General* section, in the *Show levels* text box, select the appropriate number of levels to include in the table of contents
6. If your table of contents is based on styles,

- a. Click the **OPTIONS** button...

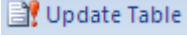
The *Table of Contents Options* dialog box appears with the available styles listed on the left, and the corresponding table of contents levels on the right.



- b. To include a heading in the table of contents, in the *TOC level* text box for the appropriate style, type the table of contents level at which the style should be included
- c. Click **OK**
7. **OPTIONAL:** To change the formatting of a level within the table of contents when using the *From template* format,
 - a. Click **MODIFY...**
The *Style* dialog box appears.
 - b. From the *Styles* scroll list, select the level that you want to modify
 - c. Click **MODIFY...**
The *Modify Style* dialog box appears.
 - d. Make the desired formatting changes
 - e. Select **Automatically update**
 - f. Click **OK** you are returned to the *Style* dialog box.
 - g. To make additional changes to other levels, repeat steps b–f
 - h. Click **OK** you are returned to the *Table of Contents* dialog box.
8. Click **OK** the table of contents is generated and appears in your document.

Updating a Table of Contents

If you change the page numbers or headings in a document containing a table of contents, you have the option of updating the table of contents to reflect those changes.

1. From the *References* tab, in the *Table of Contents* group, click **UPDATE TABLE**
 the *Update Table of Contents* dialog box appears.
2. If only page numbers have changed in the document, select *Update page numbers only*
If headings have changed, select *Update entire table*
3. Click **OK**

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