

Microsoft Word

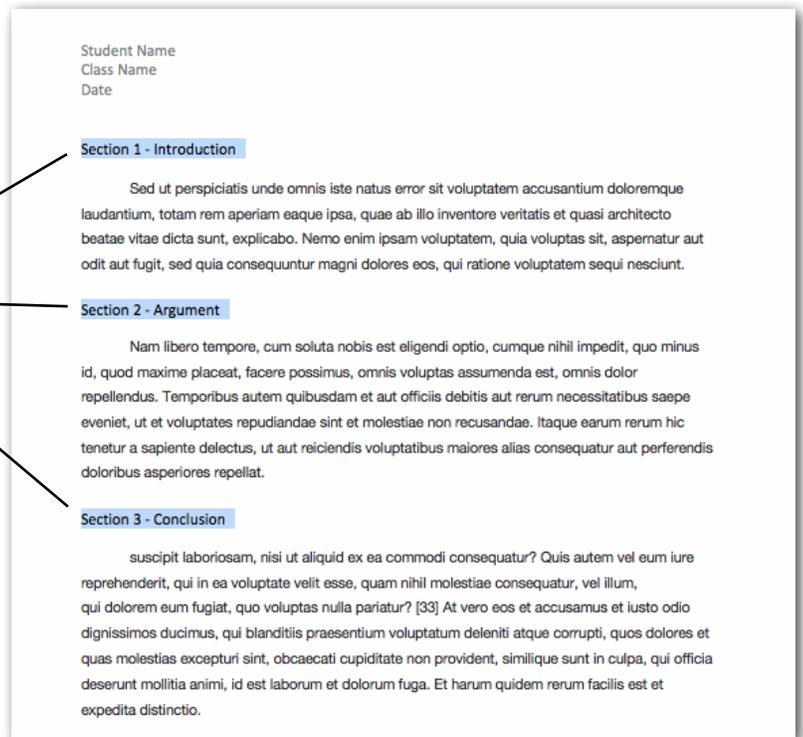
Adding a Table of Contents

Step One:

To create a Table of Contents for your document, apply heading styles to the sections of your document that you want listed.

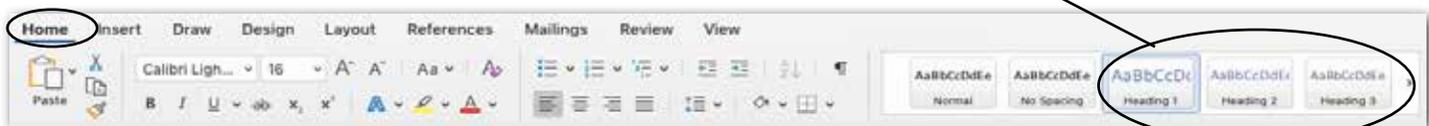
Highlight only the section titles.

This can be done by holding down the Ctrl key (PC) or the Option key (Mac) while simultaneously dragging the cursor over the necessary text.

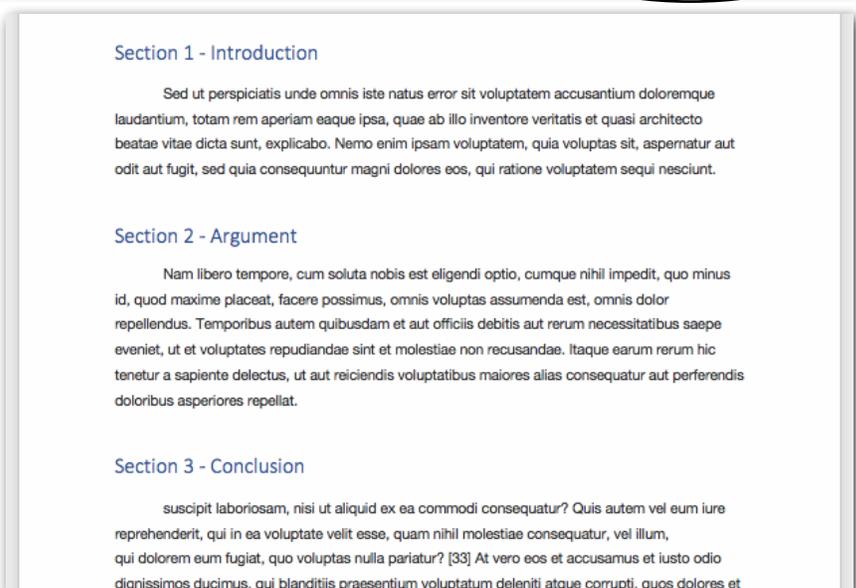


Step Two:

In the main toolbar, select Home and then choose between Header 1, 2 or 3.



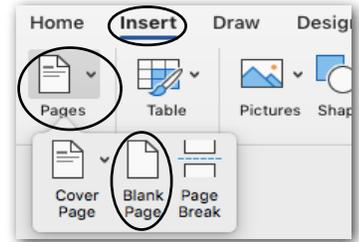
The sections should now look like this.



Step Three:

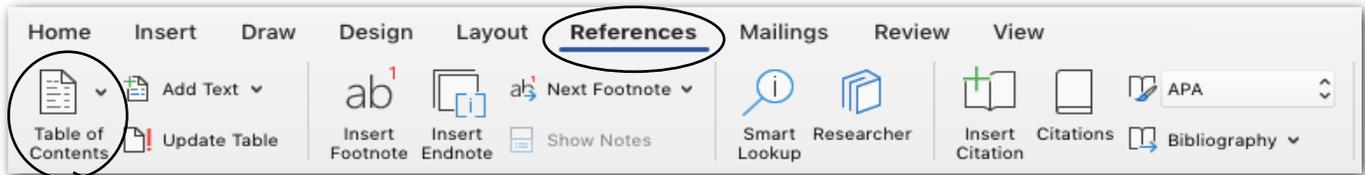
The Table of Contents will appear wherever the cursor is, so make sure the cursor is where you want to place the table before performing the following steps.

To add a page at the beginning of the document click insert on the main toolbar and then select Blank Page in the drop-down menu.



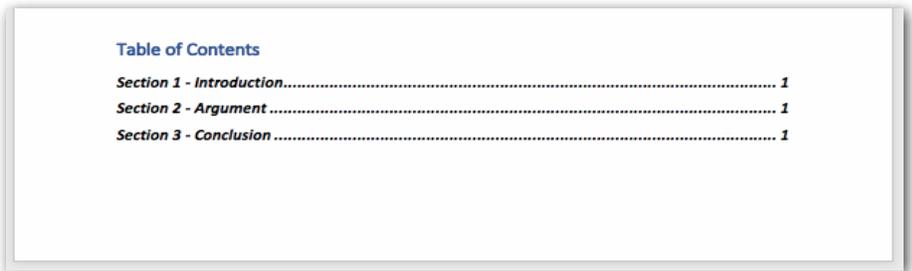
Step Four:

In the main toolbar, select the References tab and then Table of Contents.



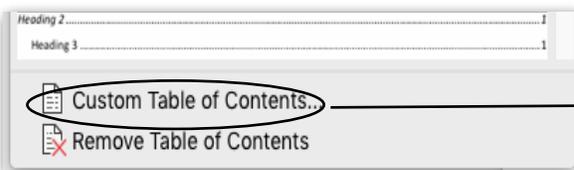
Step Five:

In the Table of Contents's drop-down menu, select the style you wish to use. The Table of Contents will then appear in the document.



Additional Info:

For advanced options and customization, select Custom Table of Contents from the drop-down menu.



To change or delete the Table of Contents, Ctrl click (PC) or Command click (Mac) within the table, and click the blue drop-down arrow.

