

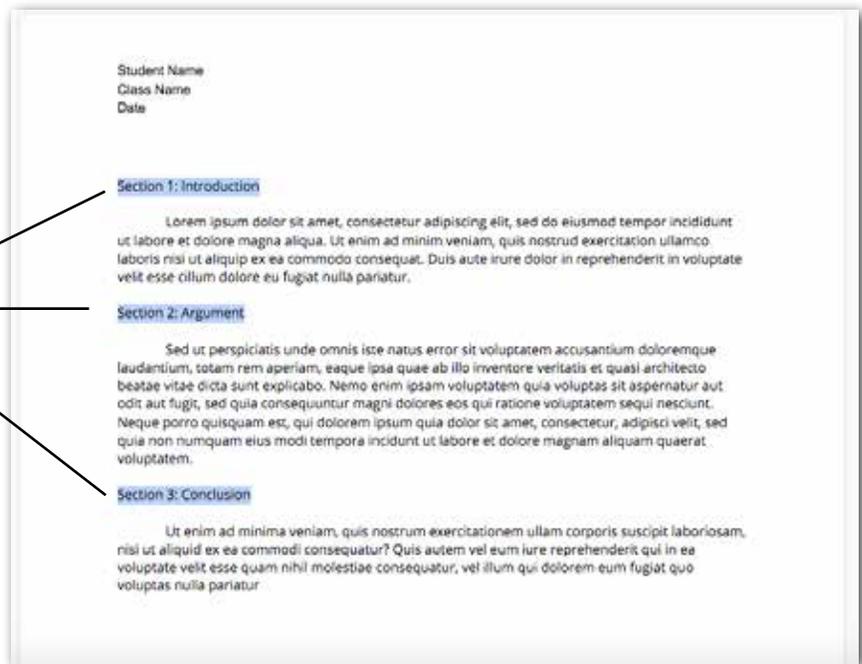
# Google Docs

## Adding a Table of Contents

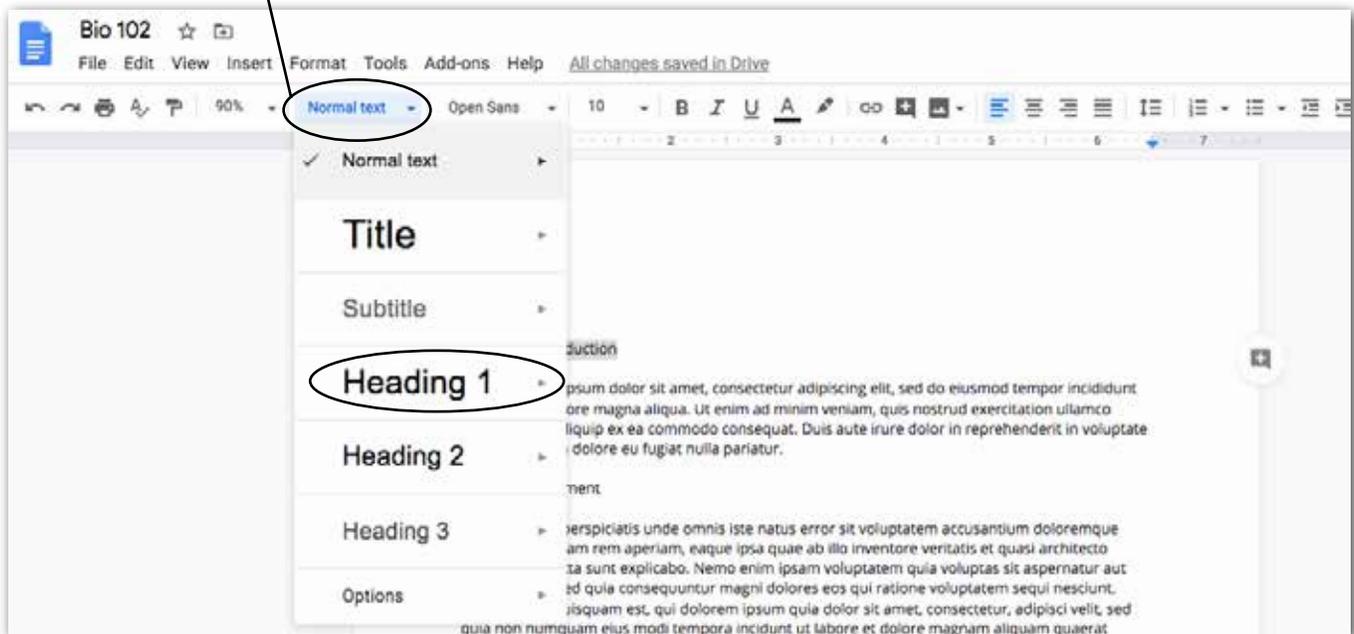
### Step One:

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

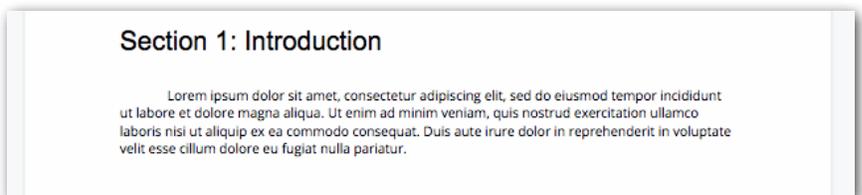
Highlight the section titles.



In the Styles drop down menu select Heading 1 for each section title.



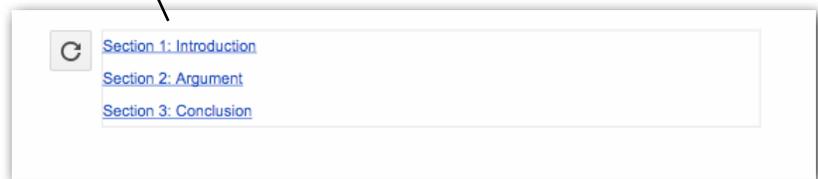
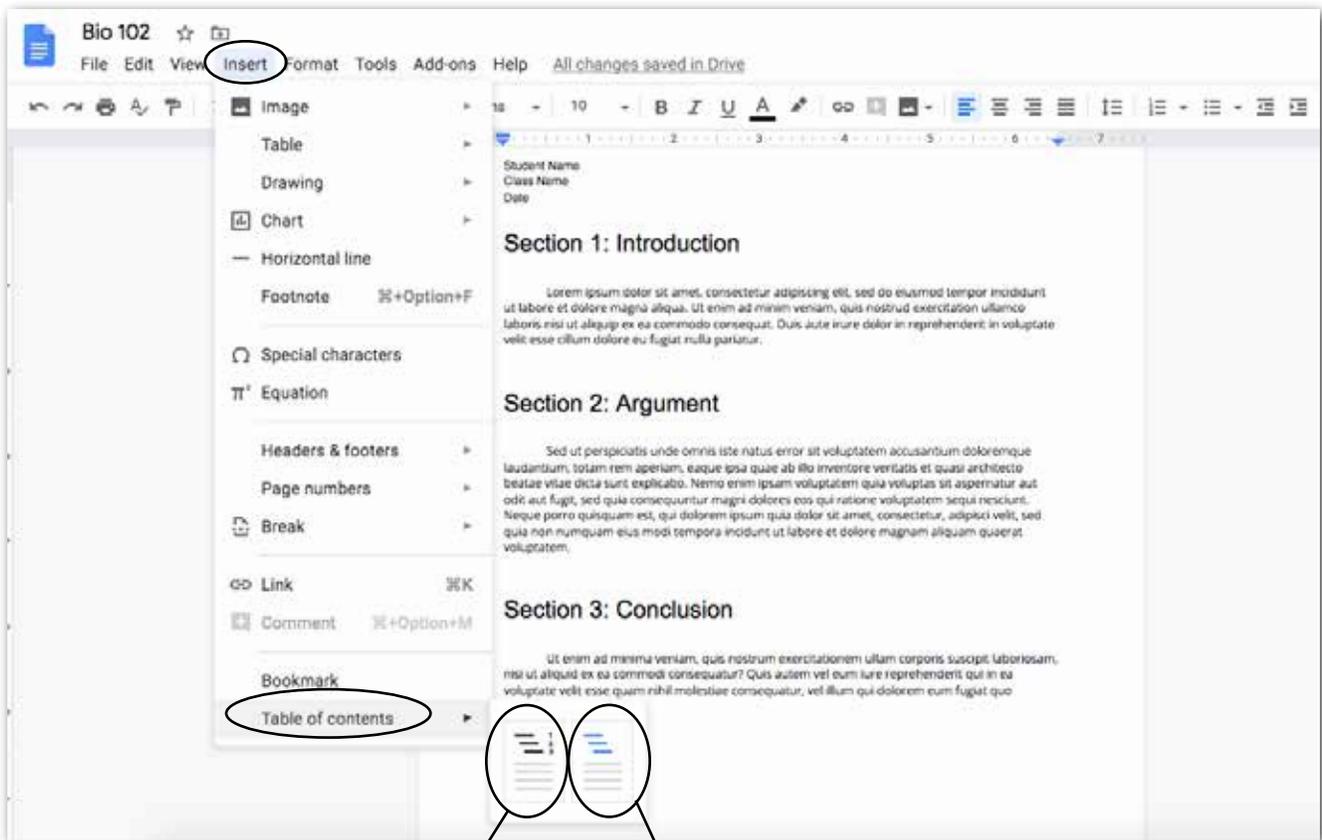
The section titles should now look like this.



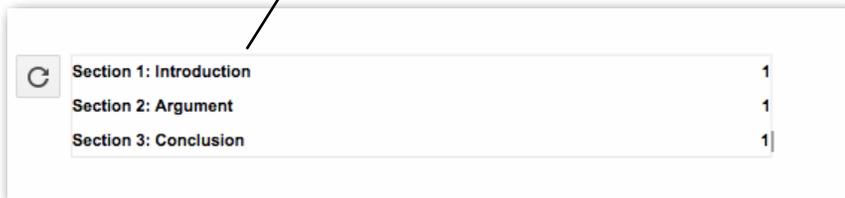
## Step Two:

In the main toolbar, select Insert, then Table of contents. There are two options you can choose.

The Table of Contents will appear wherever the cursor is, so make sure it's where you want to place the table.



“With Blue Links” will create a Table of Contents with active hyperlinks to those sections. This option is good for web use or very long documents.



“With Page Numbers” will create a Table of Contents with page numbers listed. This option is good for print use.

**Additional Info:** You can update the Table of Contents if you make any changes to your document by hitting the referesh button

