To create an automatic Table of Contents, you must use Styles (see Styles handout) to mark each of your headings and subheadings with the appropriate Style.

WHERE?

TABLE OF CONTENTS CAN BE ACCESSED ON THE TABLE OF CONTENTS SECTION OF THE REFERENCES TAB.

To insert a Table of Contents:
(1) Make sure that each heading and subheading has been designated as such using Styles.
(2) Click on the area of your document where you want to insert your Table of Contents.
(3) Select the References Tab and click the Table of Contents icon in the Table of Contents section.
(4) Select a Table of Contents format, or click Custom Table of Contents, and select a format by using the drop down box next to the Formats field.
Note: You can also use the Custom Table of Contents option to format your Table of Contents.

UPDATE A TABLE OF CONTENTS

To update a Table of Contents:
(1) Make any necessary changes to the body of your document.
(2) Right click anywhere on your Table of Contents.
(3) Select Update Field.
(4) Select whether you only want to update pagination, or whether you want to update the entire Table of Contents. Click OK, and the table will automatically update.

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