



Generating a Table of Contents in your Word Document

Having a table of contents helps the reader navigate the document, see what's available, and go directly to the appropriate section.

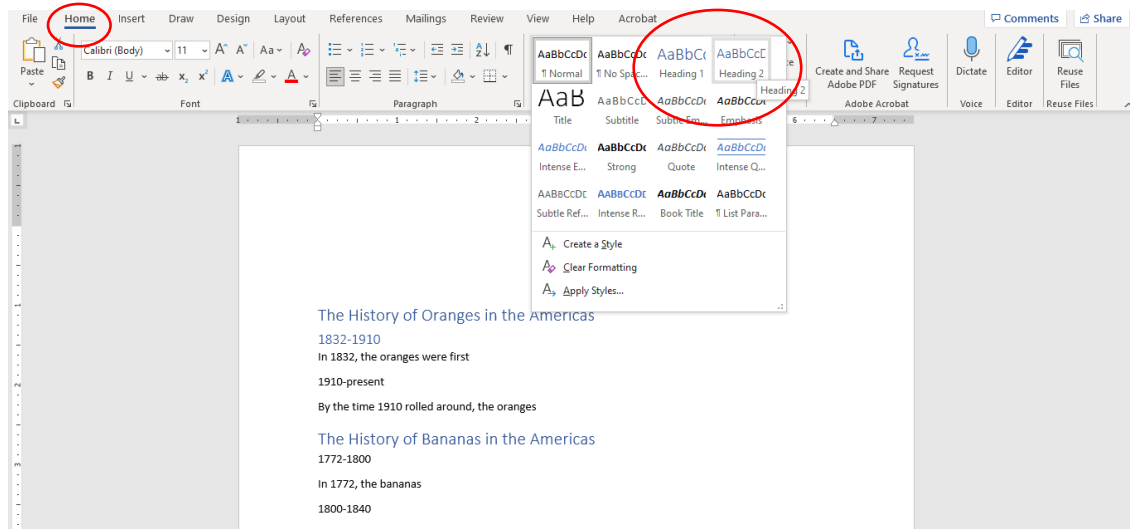
To generate a table of contents, the headings that need to be in the table of contents need to have styles applied to them. So, if the headings in your document do NOT already have styles applied, go to Adding Styles to Headings. If you have already added styles to your headings, go to Generating a Table of Contents.

Adding Styles to Headings

Here's how you do it:

1. Select a potential heading.
2. Under the **Home** tab, go to the **Styles** gallery.
3. Click **Heading 1** or **Heading 2**, as appropriate.

Note: Use the default Heading 1 and Heading 2 to ensure the headings show up in the default table of contents.

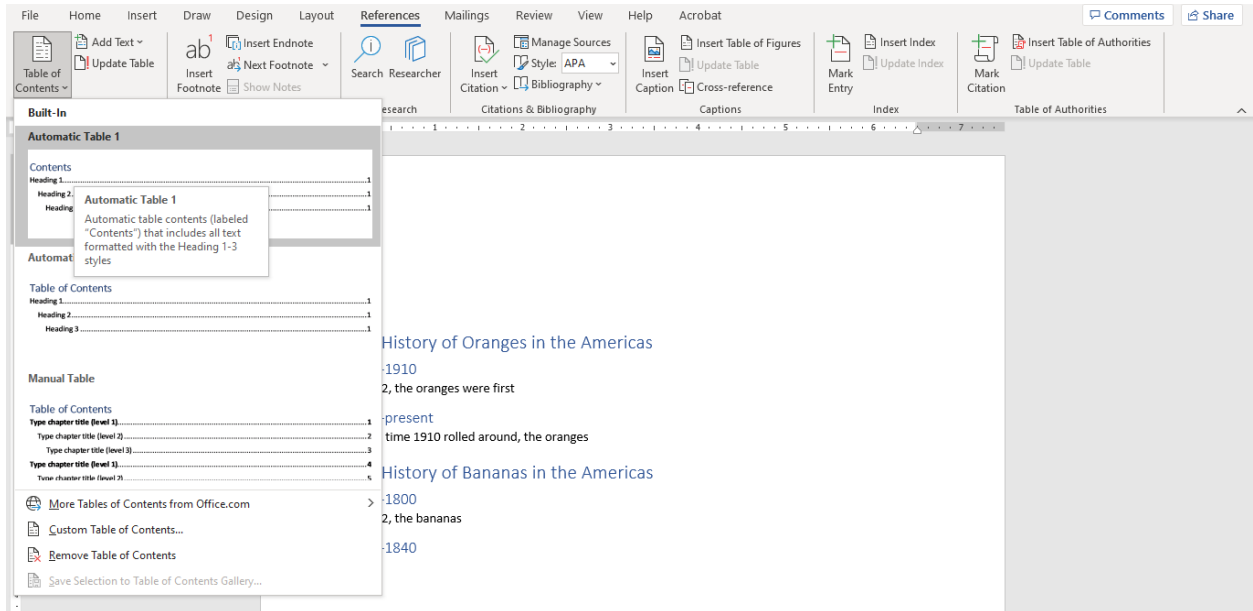


4. Continue applying heading styles to the other headings in the document as needed.

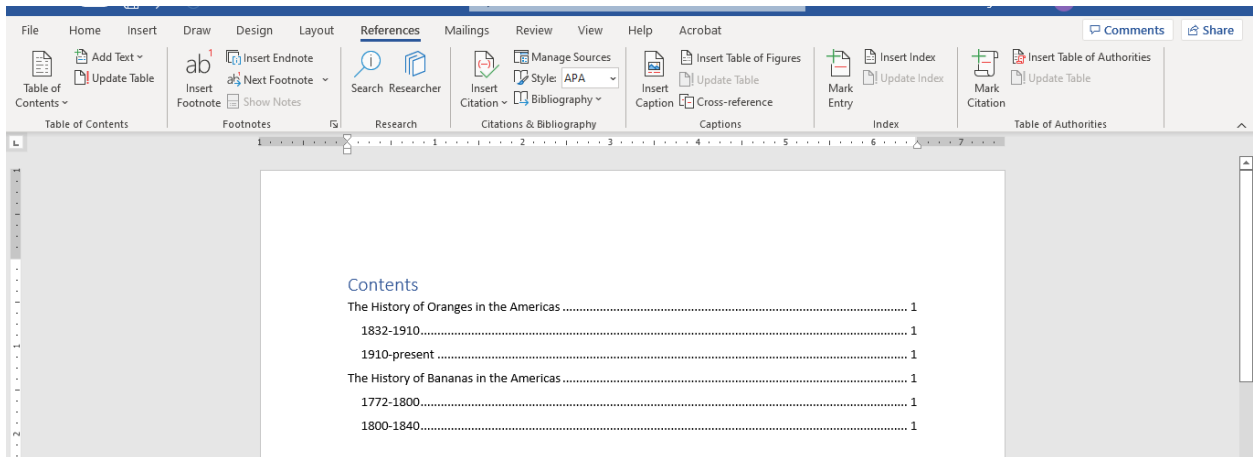
Generating a Table of Contents

Here's how you do it:

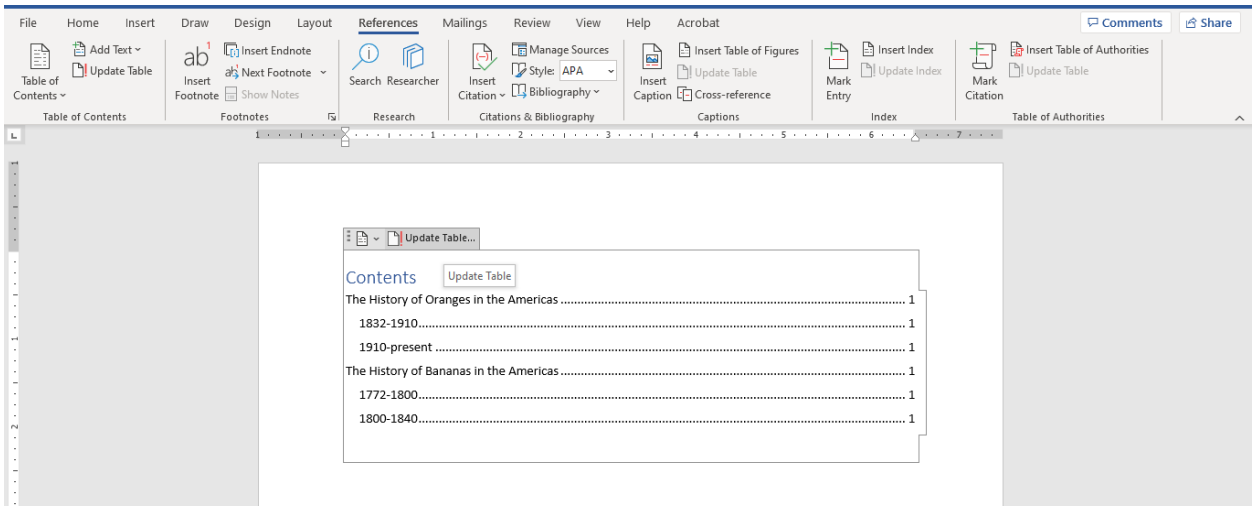
1. Go to the **References** tab
2. Under the **Table of Contents** drop-down, click **Table of Contents**, and select the first option: **Automatic Table of Contents**.



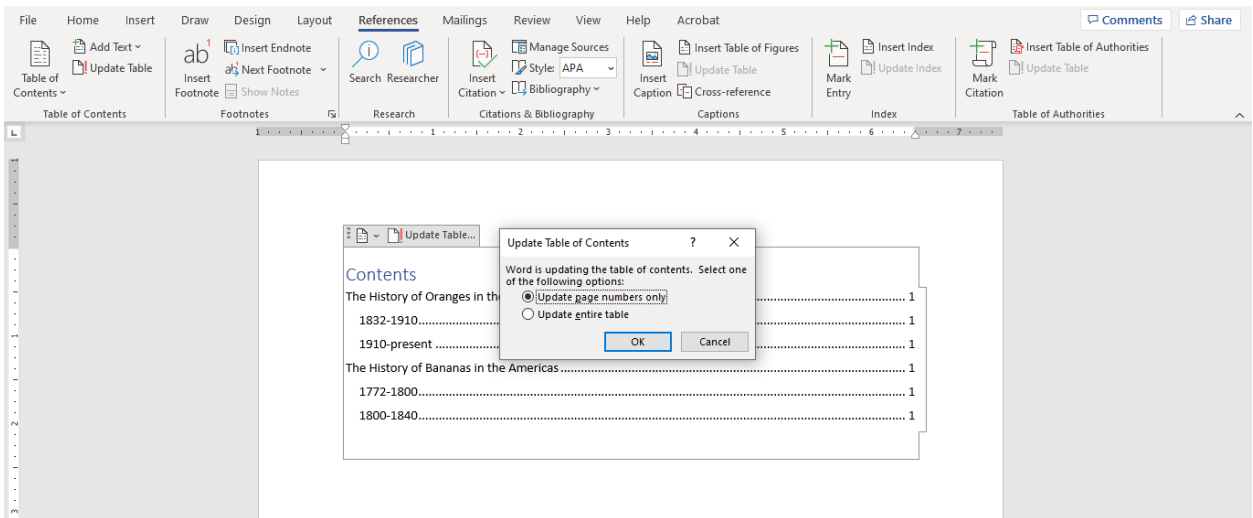
3. This will generate a table of contents based on your style headings.



4. To update the table of contents, click within the table of contents and click **Update Table**.



5. This will give you two options: update page numbers only or update the entire table of contents.



If you have added new headings since the tables of contents was created or last updated, select **Update entire table**, then click **OK**.

If you have added or removed text (ie, potentially changed the location of existing headings), select **Update page numbers only**, then click **OK**.