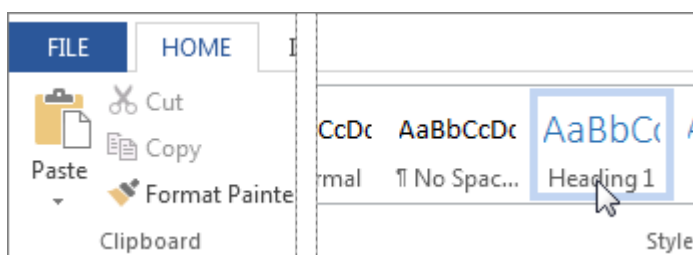


Create a table of contents in Word

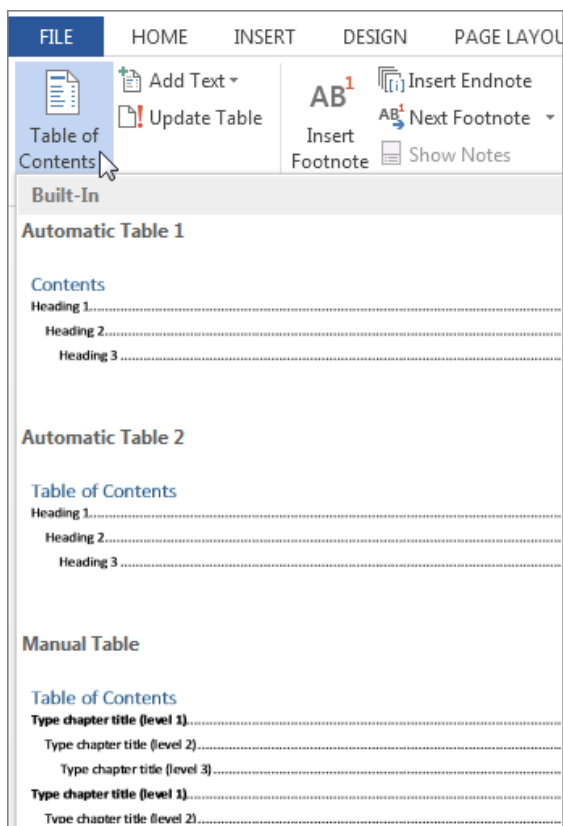
To create a table of contents that's easy to keep up-to-date, first apply heading styles – Heading 1 and Heading 2, for example – to the text that you want to include in the table of contents. See **Add a Heading** section

Word finds those headings and uses them to build the table of contents and can update the table of contents anytime you change the heading text, sequence, or level.



Click where you want to insert the table of contents – usually near the beginning of a document.

Click References -> Table of Contents and then choose an Automatic Table from the gallery of styles.



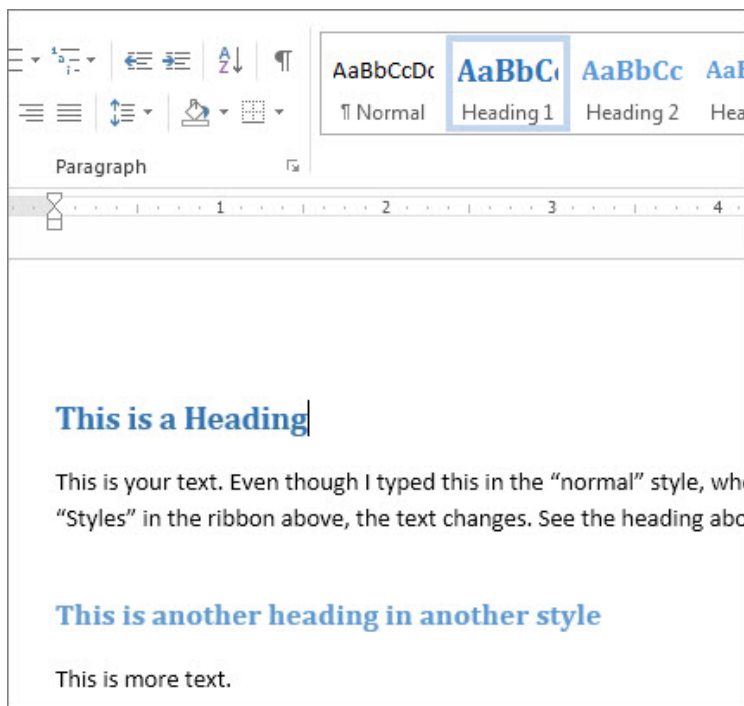
If you choose Manual Table, Word will insert placeholder text that creates the look of a table of contents. A Manual Table does not update automatically.

You can customize the way a table of contents appears. For example, you can change the font, how many heading levels to show, and whether to show dotted lines between the entries and the page numbers. To learn how, see ***Format a table of contents***.

Add a heading

The simplest way to add headings in your document is to apply heading styles.

Type the text of your heading and select it. Click Home and move the pointer over different headings in the Styles gallery. Notice as you pause over each style, your text will change so you can see how it will look in your document. Click the one that you want.



If you don't see the style that you want, click the More button  to expand the gallery.

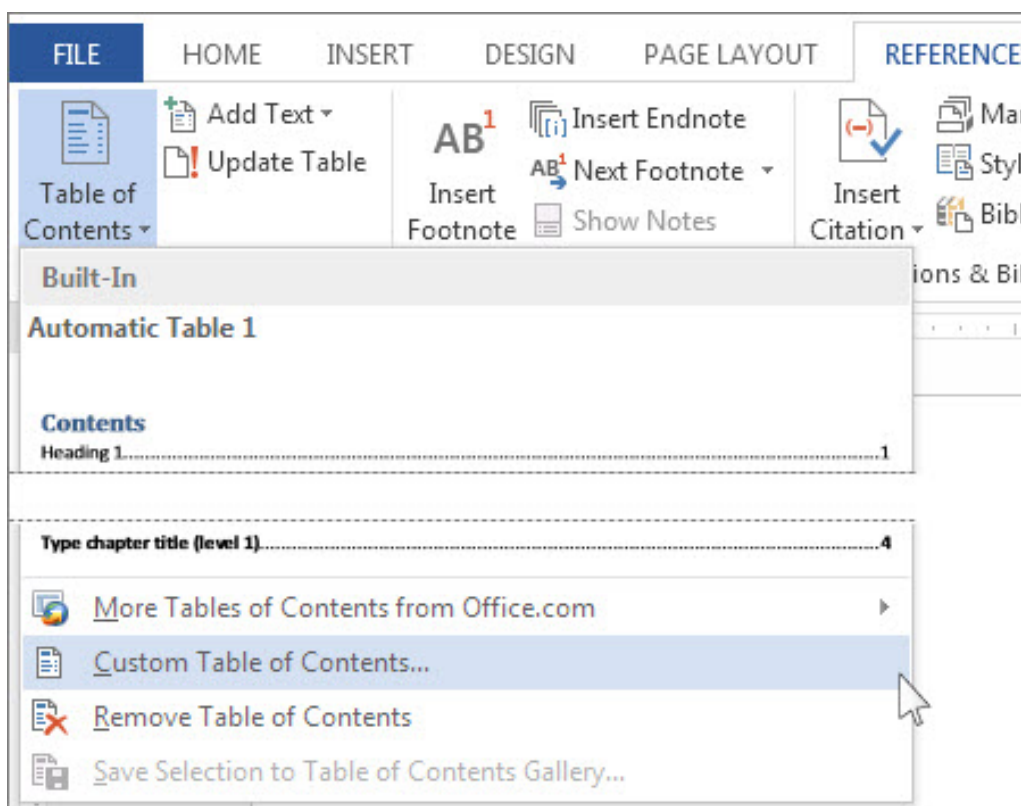
A heading makes text stand out and helps your reader find the information they need. There are several advantages of using heading styles: quickly building a table of contents, re-organize your document, and reformat the design without manually changing the text.

Format or customize a table of contents

When you create a table of contents in Word, you can modify the way it looks. For example, you can select how many heading levels to include and whether to show dotted lines between the entries and the page numbers. You can also change the formatting of the text, and Word will keep that formatting no matter how many times you update the table of contents.

If your document already includes a table of contents, these steps will replace it.

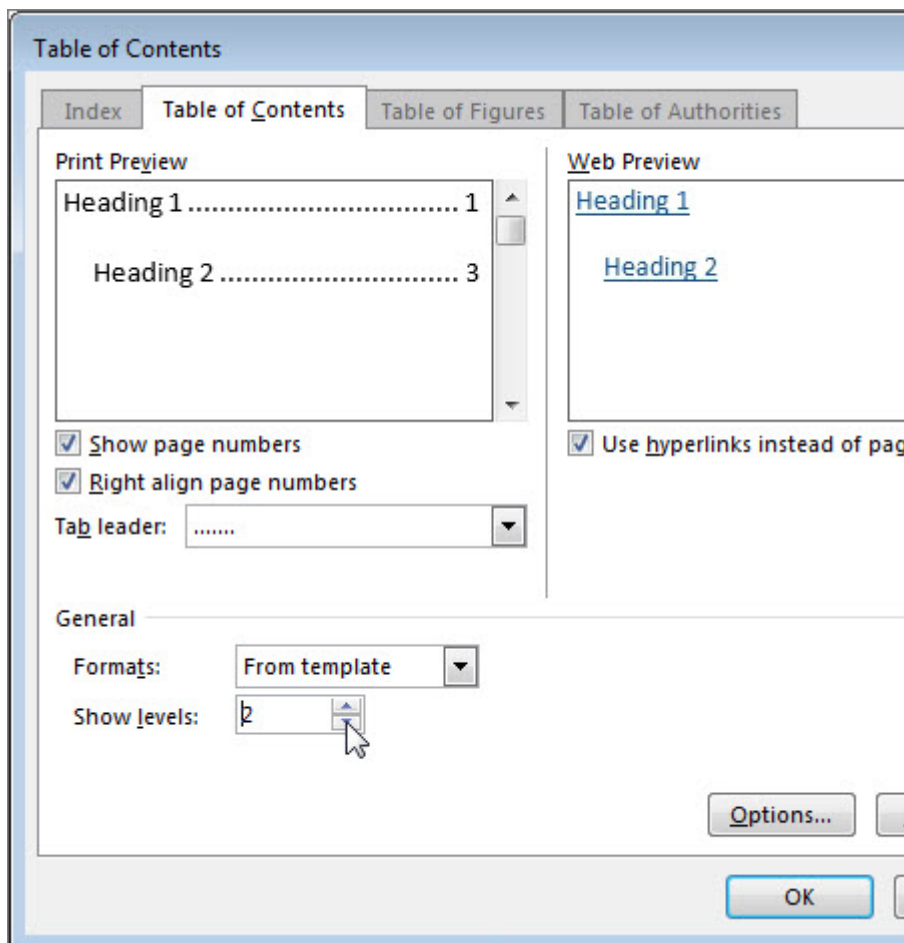
Click References > Table of Contents > Custom Table of Contents.



If you require further assistance, help is available from the IT Service Desk
in the Old Library Cluster and Robinson Library cluster Level 2

Opening times at <http://www.ncl.ac.uk/itservice/support/clusteritservicedesks/openinghours/>

Make your changes in the Table of Contents dialog box. You'll see what they look like in the Print Preview and Web Preview areas.



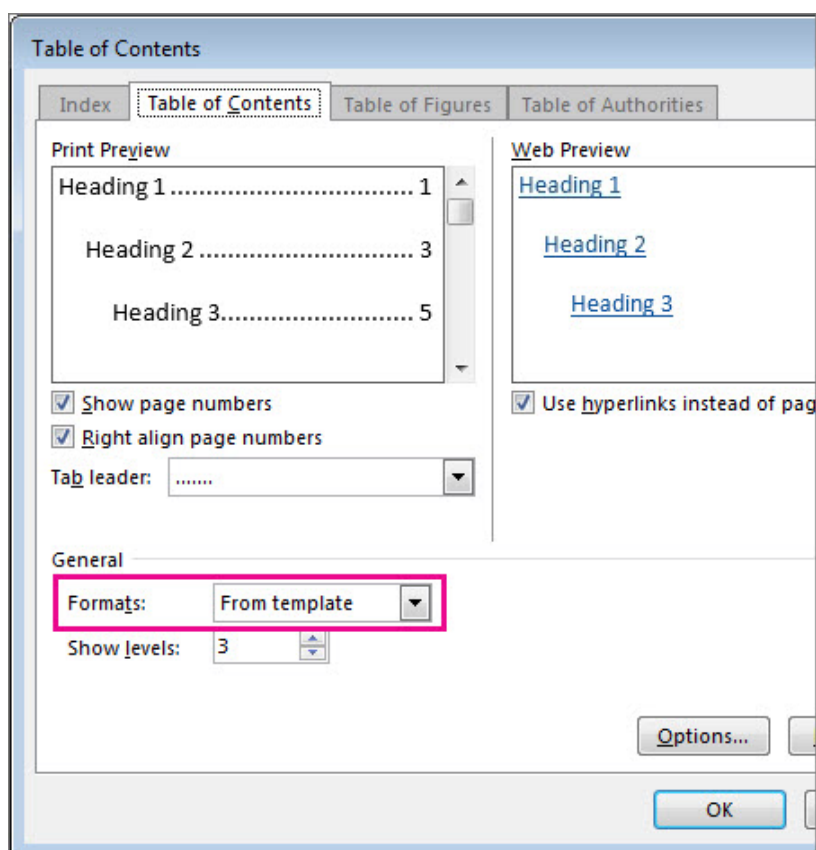
- To add a dot leader, or dotted line, between each entry and its page number, click the Tab leader list and then click the dotted line. You can also choose a dash leader.
- To change the overall appearance of your table of contents, click the Formats list, and then click the format that you want.
- To change the number of levels displayed in your table of contents, click Show levels, and then click the number of levels you want.

Format the text in your table of contents

To change the formatting of the text in the table of contents, change the style for each level in the table of contents. These steps replace your table of contents with a customized one.

Click References -> Table of Contents -> Custom Table of Contents.

In the Table of Contents dialog box, click Modify. If the Modify button is grayed out, change formats to "From template".



In the Styles list, click the level that you want to change and then click Modify.

In the Modify Style dialog box, make the formatting changes that you want, and then click OK.

Repeat steps 3 and 4 for all the levels that you want to display in your table of contents.

Word will remember these customizations each time you update the table of contents (References > Update Table).