

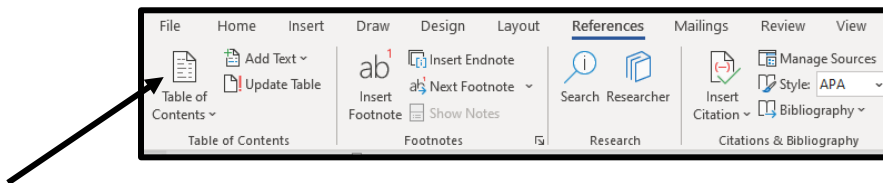
Creating a Table of Contents

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A table of contents is a list of the topics or parts of a document in the order they appear along with the page number they start on. This organizational tool is helpful for a user to find a particular topic or part of the document quickly and this ease.

A table of contents (TOC) is included in all Participant Guide documents. Other documents like desk aids, reference guides, and infographics may or may not include a TOC, depending on the length of the document.

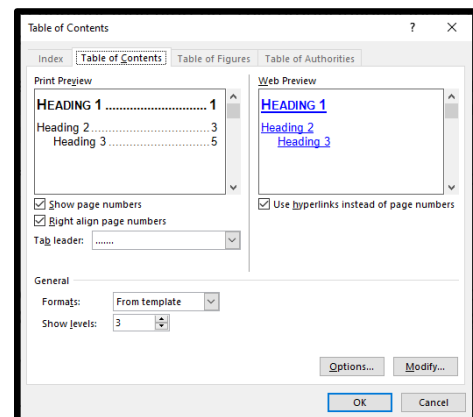
Creating a table of contents is not difficult if you apply heading styles in the document first.



Use the “Table of Contents” button on the References Menu Ribbon to select “Custom Table of Contents” to open the Table of Contents dialog Box

In the Table of Contents dialog box, set the “Show Levels” to 3. If it makes sense to include heading 4, change the “Show Levels” setting to 4.

Click “OK” to create the table of contents at your insertion point.



Tip: Use Heading 4 for the title of your Table of Contents page so it doesn't show up as an item in the TOC list.

Tip: To update your Table of Contents, right click within the TOC, choose the “Update Field” option and select, “Update Entire Table”.