# "How do I create a table of contents in Word?"

A table of contents helps readers navigate long documents but is very time-consuming to create and update manually, particularly if you have added or removed content.

The good news is that you can use Word to add an **automatic** table of contents to your document in just a few clicks of the mouse. Use this guide to find out how.

### Preparing to create a table of contents

Before creating a table of contents, you must first apply **Heading styles** (e.g. *Heading 1, Heading 2, Heading 3*) to the chapter headings within your document. This tells Word what to include in the table of contents. You can use our guide **"What are Heading styles and how do I use them in Word?"** if you need help with Heading styles.

# **Creating a table of contents**

- 1. To create a table of contents, first apply *Heading* styles to your document.
- 2. Click where you want to insert the table of contents.
- 3. Click the **References** tab, then click **Table of Contents**.
- 4. At the bottom of the list, click Custom Table of Contents...
- 5. Set up your table of contents:
  - **Tab leader**: The dots, dashes or line that leads to the page number.
  - **Format**: The font and layout of the table of contents (you can change this later).
  - Show levels: The number of heading styles to include in the table of contents.
  - Use hyperlinks instead of page numbers: Leave checkbox selected.

When you have completed your dissertation or thesis and are ready to submit and upload, save your file as a PDF. The PDF file uses Words hyperlinks to navigate within the PDF document quickly. Don't like the Table of Contents style? Click on the Table of Contents, open the **Styles Pane**. Scroll to find **TOC1**, right-click and select **Modify**. Make changes required. You will have to do this for all TOC levels used within the Table of Contents. See our guide, <u>"How do I create a table of contents in Word?"</u>

#### – Click OK.

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# **Removing your table of contents**

Click the References tab, Table of Contents, and then Remove Table of Contents.

# Updating your table of contents

Every time you make changes to your document, remember to update your table of contents to reflect the changes.

- 1. Right-click your table of contents and click Update Field.
  - Or click your table of contents and press the F9 key.
- 2. Select Update entire table and click OK.

Word is updating the table of contents. Select one of the following options:	
Update page numbers only	
Opdate entire table	

# Changing the look of your table of contents

The format of your table of contents is controlled by styles called **TOC 1** to **TOC 9** – which relate to **Heading 1** to **Heading 9**, respectively.

1. Click the **Home** tab, then click the **launcher arrow** at the bottom right of the **Styles** group.

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- 2. Scroll to find **TOC 1** in the **Styles** pane.
- 3. Right-click **TOC 1**, then click **Modify**.

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- 4. Make your changes in the **Modify Styles** window, and click **OK**.
- 5. Repeat this for other heading levels you need (TOC 2 = Heading 2, TOC 3 = Heading 3, etc).

# Further information and help

If you want to learn about any Microsoft product in more detail you can use <u>Microsoft's Office Support</u> for tutorials, videos and helpful hints.

- For essay formatting requirements, e.g. margins and line spacing, please check with your School.
- Click File from the Ribbon, then question mark (top right) or press F1 at any time for help within Word. Search for keywords, e.g. headings.
- You can also use MyIT to log calls with the University's IT Service Desk: https://myit.abdn.ac.uk