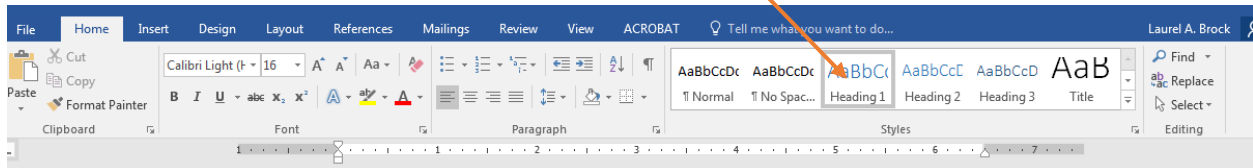


How to Add in a Table of Contents

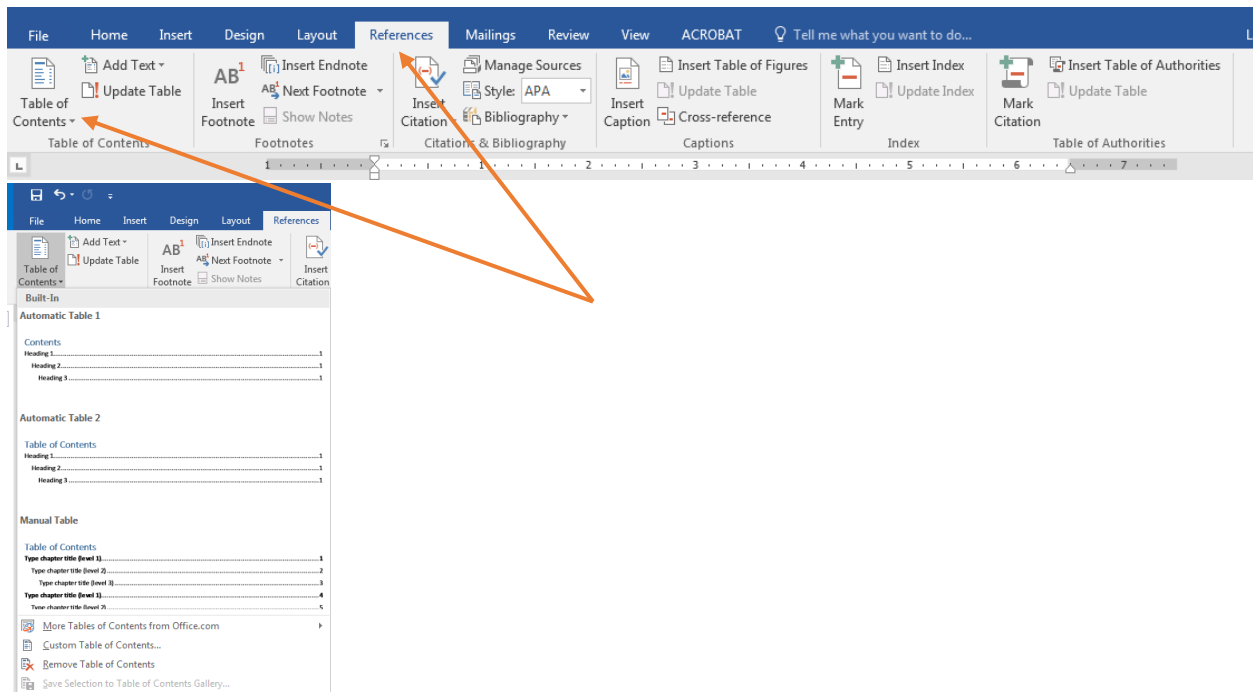
Creating the Information for the Table:

Use HEADING Styles. Make sure anything you want in the Table of Contents has a “Heading #” style.

Highlight the text and select the Heading Style you want.



Once you have made sure all information you want in the Table of Contents is using “Heading #” styles, go to References, Table of Contents, and choose style of Table you prefer.



Changes to the Table:

You can make changes to the format of the Table once inserted, but NOT to the Headings. Those changes need to be made in the document and then a NEW TABLE will need to be inserted (delete old table).