

Creating a Table of Contents



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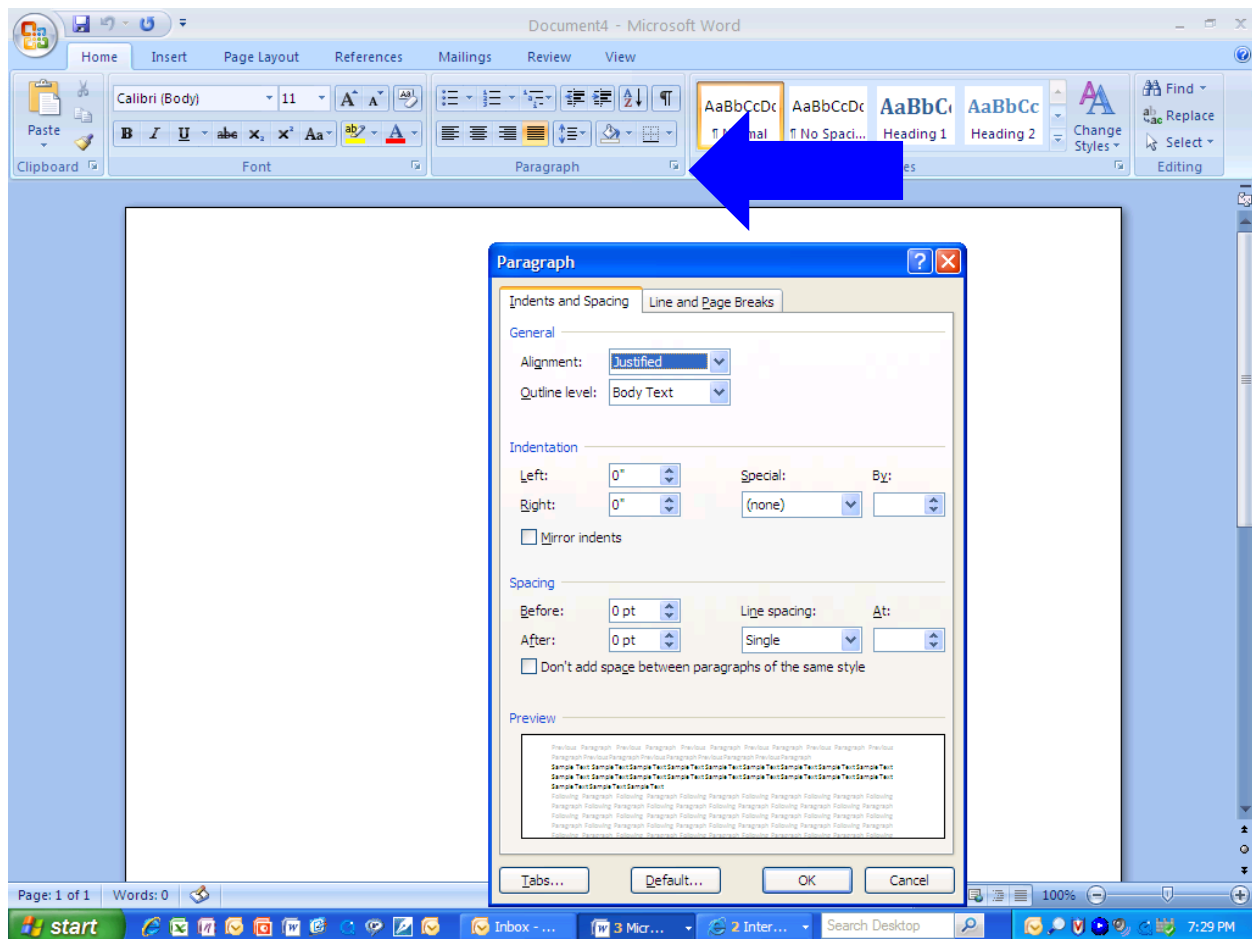
This guide is to assist you in creating a Table of Contents page using Word 2010.

Step One

Place your cursor in the middle of the section you want enumerated in the Table of Contents. For example, Opinion Below.

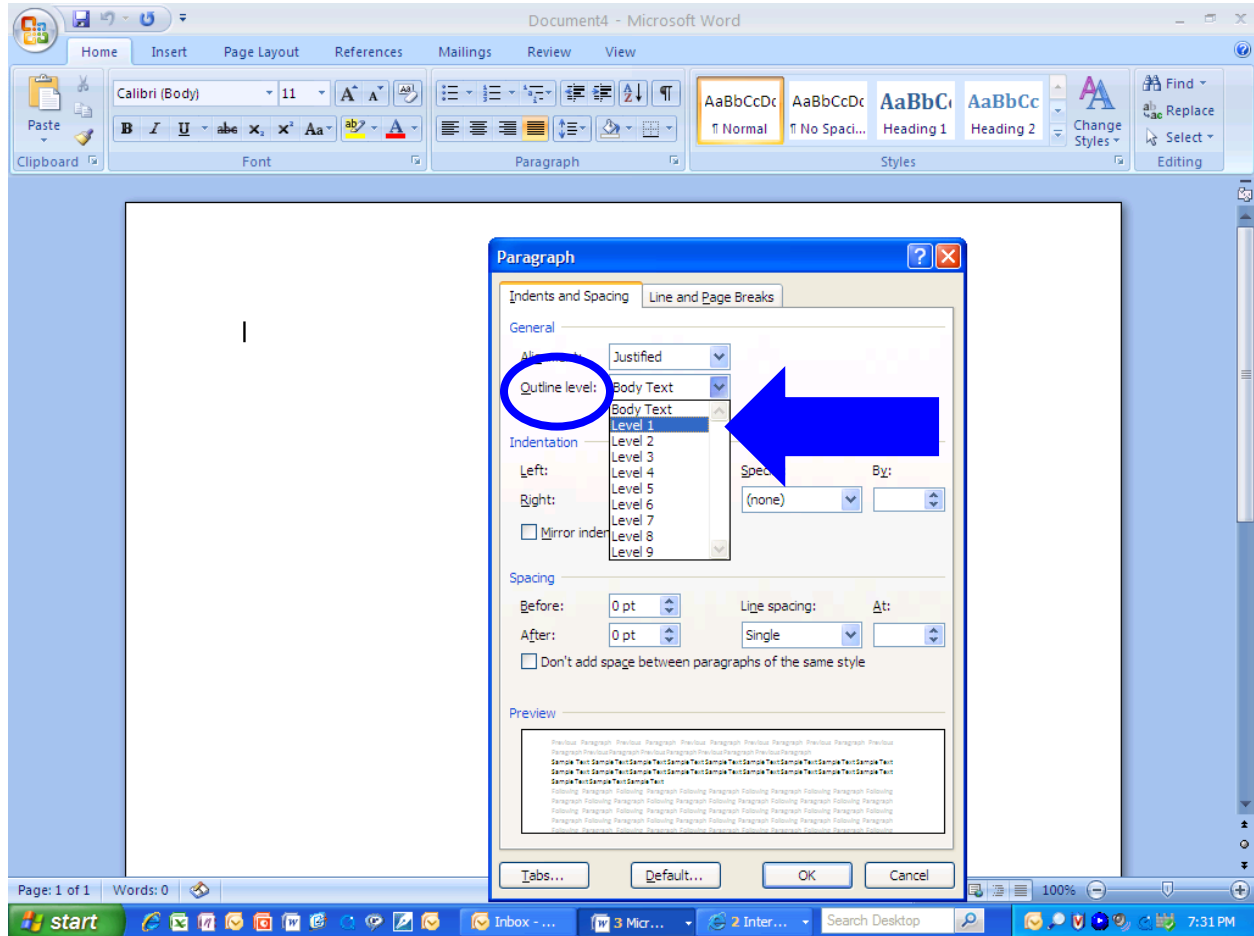
Step Two

Once you have selected the section to be included in the Table of Contents, click on the small arrow on the bottom right hand-side of the paragraph box located in the top center of the home toolbar. The screen shot below shows the Paragraph dialog box.



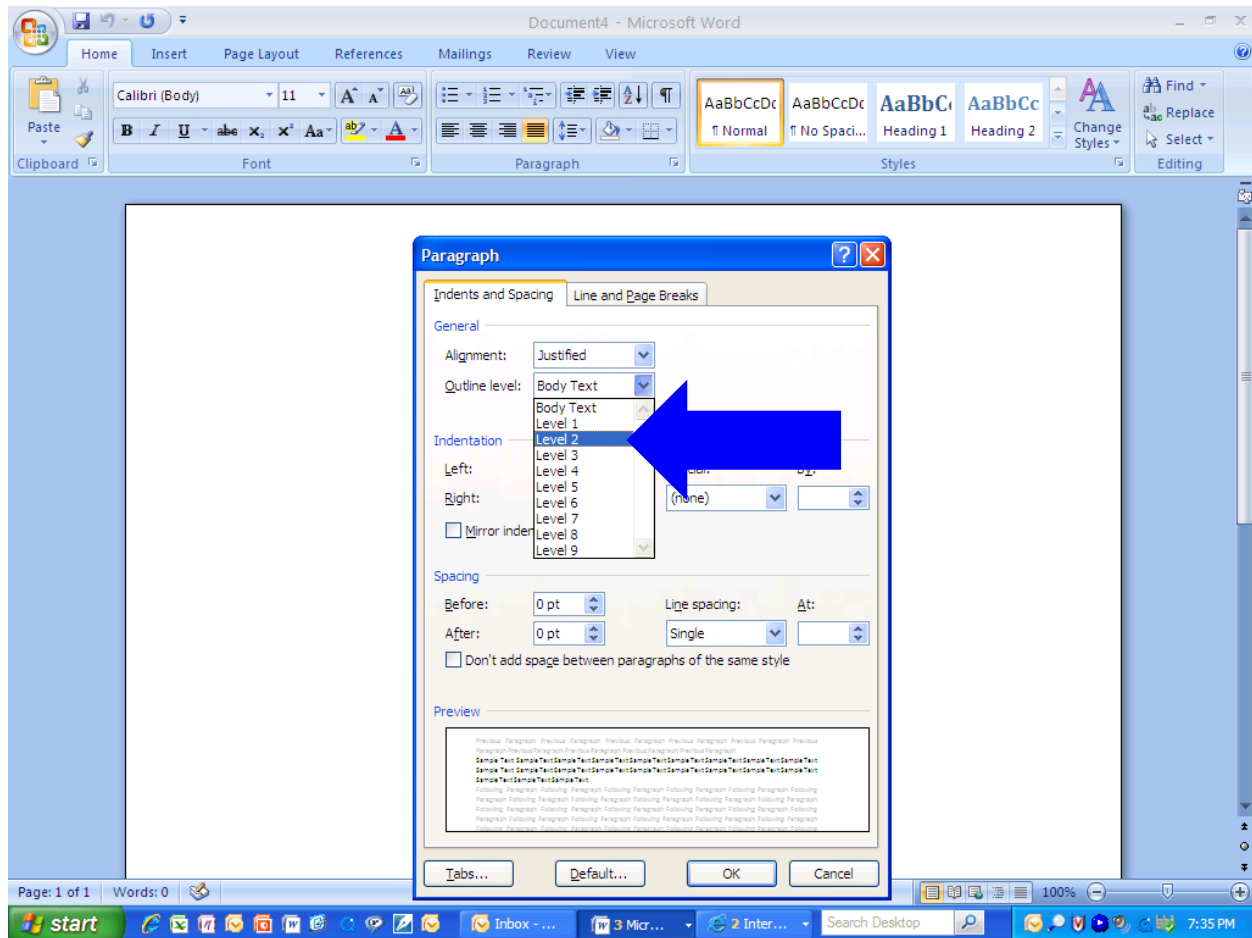
Step Three

Once you have the dialog box open, select the drop down menu next to outline level and select Level 1, as shown below.



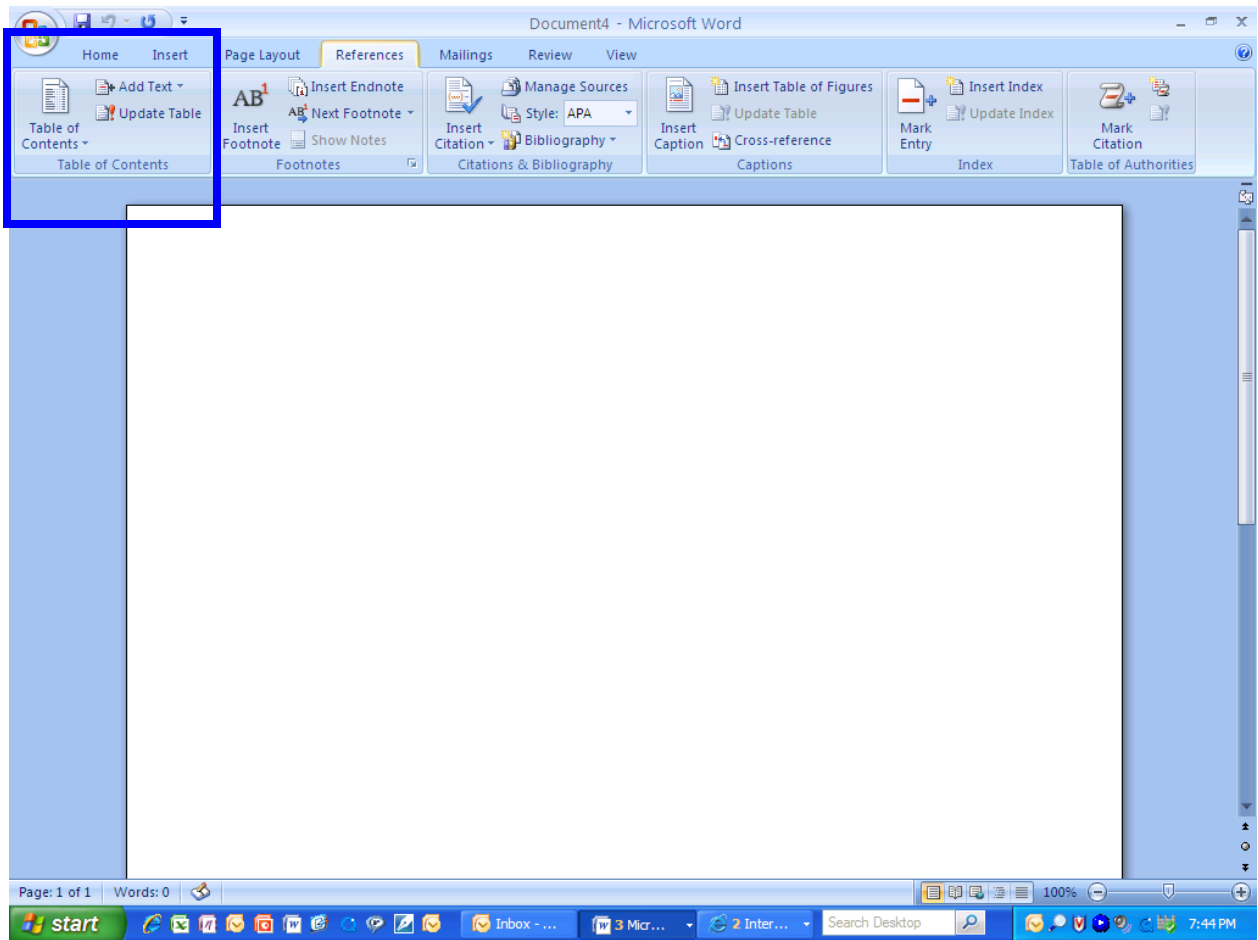
Step Four

You will then continue through your entire document and select the headings to include in your Table of Contents, making sure you select Level 1 for all main heading points. For any sub-headings, for example, Sub-heading A, Sub-heading B, you would select Level 2, as seen below.



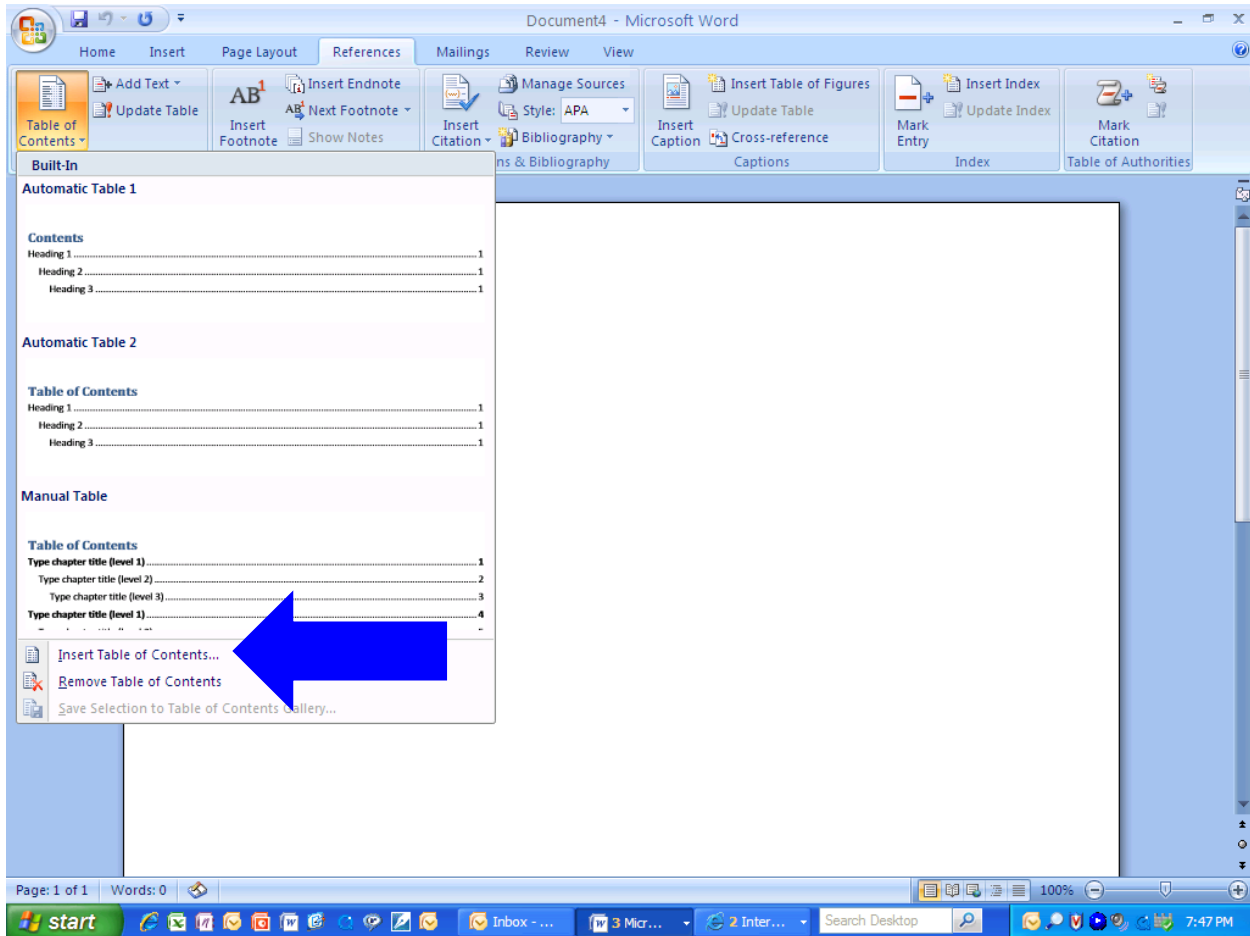
Step Five

Once all of your headings and sub-headings have been characterized as Level 1 or Level 2, return to the top of your document and insert the Table of Contents heading. After that, you are ready to insert the actual Table of Contents. Click on References (4th) at the top of the toolbar as seen below. Table of Contents is first on the References tab.



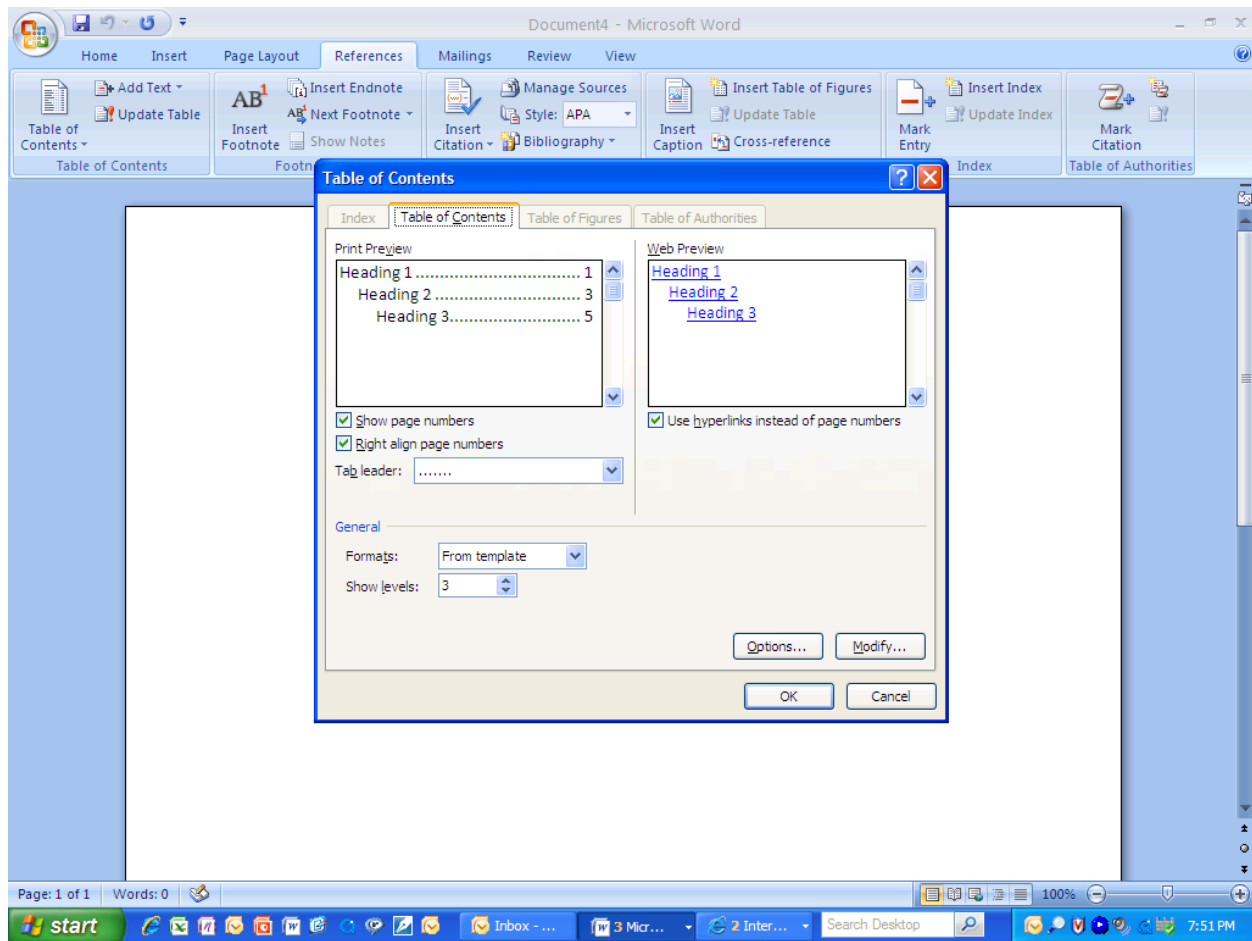
Step Six

Use the drop down arrow next to the Table of Contents to select which format you want inserted into your document. Since you have previously marked your headings and sub-headings, you want to select the Insert Table of Contents option located near the bottom of the drop down menu, as seen below.



Step Seven

By selecting the Insert Table of Contents option, you will see the following screen which depicts exactly how your Table of Contents will appear in your document.



Step Eight

At the screen above you see how your headings and sub-headings will appear in your document with the appropriate dot leaders. Click OK and your Table of Contents will be generated with all of the corresponding page numbers.

Step Nine

Once the Table of Contents is generated, it will be necessary for you to space your sections as appropriate.

Step Ten

If you make changes to your document after the Table of Contents is generated, you may update the Table of Contents. Return to the References tab on the toolbar and select Update Table. From there, if you merely need to change the page numbers, select that radial button that says update page numbers only. If you have added a new section to your document, you will need to select the radial button which says update entire table.