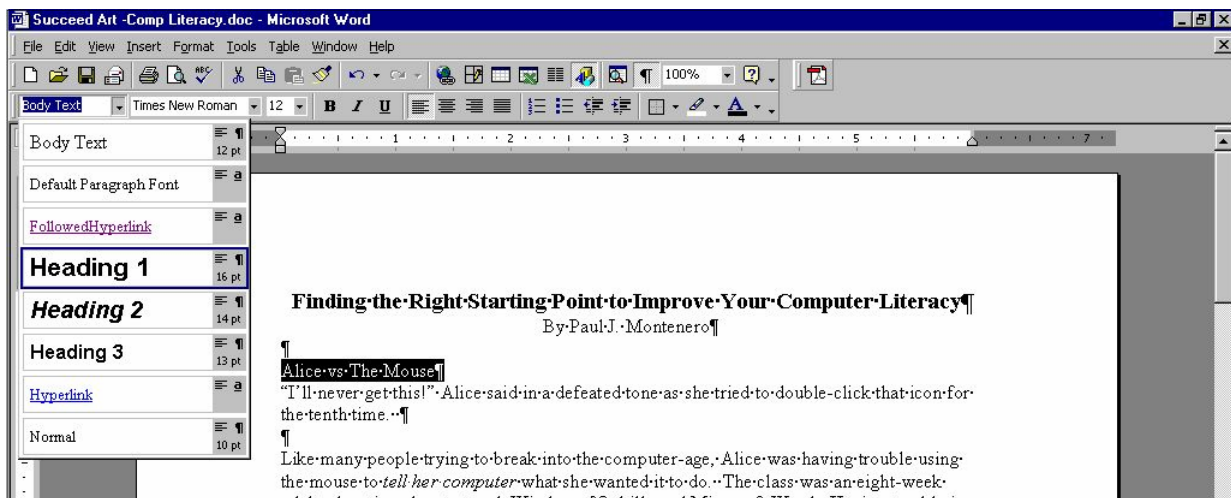


Microsoft Word — Table of Contents

For the most flexibility when working with a Table of Contents, you should display your non-printing characters (press the ¶ button on the toolbar).

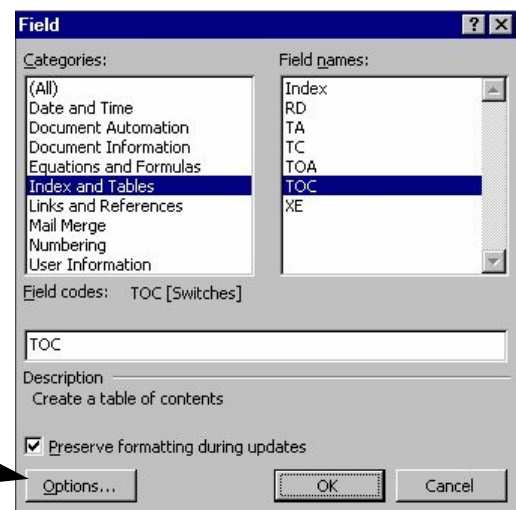
Use the Styles to Define Headings

The simplest way to create a table of contents in Word is to use the built-in heading styles. Move to the appropriate sections of the text and type a heading (if you haven't already done so). Then set the style to Heading 1, Heading 2 or Heading 3. Do this for each entry you would like to have in your Table of Contents. Setting a style to Heading 2 or Heading 3 will cause the creation of "sub-topics" and will indent them in your Table of Contents.



Insert the Table of Contents

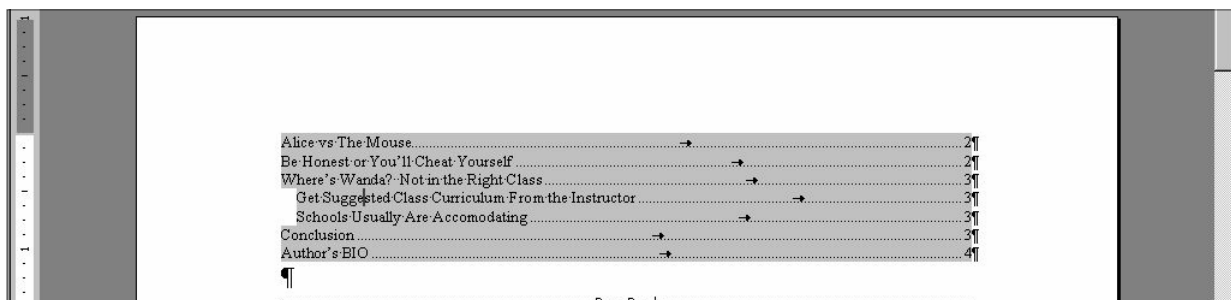
When you complete the creation of the styled headings, locate the place where you want the Table of Contents to appear. Usually this is on the first page of the document. If you don't already have an empty first page, move the cursor to the top of the document, and Insert a page break. Now, from the menu, choose INSERT—FIELD, and choose TOC. The screen at the right should appear. The TOC field should be under the Index and Tables category.



We will discuss the available options in a little bit.

The Completed Table of Contents

The completed Table of Contents should appear as shown below. That's it...if you want a simple TOC!



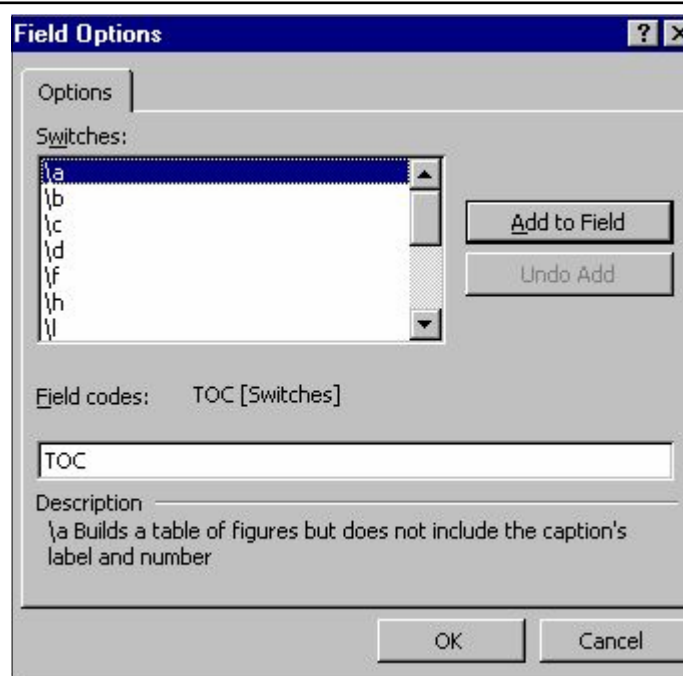
Microsoft Word — Table of Contents

TOC Options: Field codes

{ **TOC** [*Switches*] }

Builds a table of contents. The TOC field collects entries for a table of contents using heading levels, specified styles, or entries specified by TC (Table of Contents Entry) fields. Word inserts the TOC field when you use the **Index And Tables** command (**Insert** menu).

Note: If the table of contents created by the TOC field affects the pagination of the document, you may have to update the field again to reflect the correct page numbers.



Switch	Does this
\a <i>Identifier</i>	Lists items captioned with the Caption command (Insert menu) but omits caption labels and numbers. The identifier corresponds to the caption label. For example, although a caption on page 12 is "Figure 8: Mercury", the field { TOC \a figures } displays entries as "Mercury.....12".
\b <i>BookmarkName</i>	Collects entries only from the portion of the document marked by the specified bookmark.
\c " <i>SEQIdentifier</i> "	Lists figures, tables, charts, or other items that are numbered by a SEQ (Sequence) field. Word uses SEQ fields to number items captioned with the Caption command (Insert menu). <i>SEQIdentifier</i> , which corresponds to the caption label, must match the identifier in the SEQ
\f <i>EntryIdentifier</i>	Builds a table from TC fields. If <i>EntryIdentifier</i> is specified, the table is built only from TC fields with the same identifier (typically a letter). For example, { TOC \f t } builds a table of contents from TC fields such as { TC "Entry Text" \f t }.
\h <i>Hyperlinks</i>	Inserts TOC entries as hyperlinks.
\l <i>Levels</i>	Builds a table of contents from TC fields that assign entries to one of the specified levels. For example, { TOC \l 1-4 } builds a table of contents from TC fields that assign entries to levels 1-4 in the table of contents. TC fields that assign entries to lower levels are skipped.
\n <i>Levels</i>	Omits page numbers from the table of contents. Page numbers are omitted from all levels unless a range of entry levels is specified. For example, { TOC \n 3-4 } omits page numbers from levels 3 and 4. Delete this switch to include page numbers.
\o " <i>Headings</i> "	Builds a table of contents from paragraphs formatted with built-in heading styles. For example, { TOC \o "1-3" } lists only headings formatted with the styles Heading 1 through Heading 3. If no heading range is specified, all heading levels used in the document are listed. Enclose
\p " <i>Separators</i> "	Specifies the characters that separate an entry and its page number. For example, the field { TOC \p "---" } displays a result such as "Selecting Text---53." The default is a tab with leader dots. You can use up to five characters, which must be enclosed in quotation marks.

Microsoft Word — Table of Contents

Switch	Does this
\s <i>Identifier</i>	Includes a number such as a chapter number before the page number. The chapter or other item must be numbered with a SEQ field. <i>Identifier</i> must match the identifier in the SEQ field. For example, if you insert { SEQ chapter } before each chapter heading, { TOC \o "1-3"
\d " <i>Separator</i> "	When used with the \s switch, specifies the number of characters that separate the sequence numbers and page numbers. Enclose the characters in quotation marks. Word uses a hyphen (-) if no \d switch is specified. In the table of contents generated by { TOC \o "1-3" \s chapter \d
\t " <i>Style,Level,Style,Level,...</i> "	Builds a table of contents from paragraphs formatted with styles other than the built-in heading styles. For example, { TOC \t "chaptertitle,1, chapterhead,2" } builds a table of contents from paragraphs formatted with the styles "chaptertitle" and "chapterhead." The number after each style name indicates the table of contents entry level that corresponds to that style. You can use both the \o switch and the \t switch to build a table of contents from built-in
\w	Preserves tab entries within table entries.
\x	Preserves newline characters within table entries.
\z	Hides tab leader and page numbers in Web Layout view.

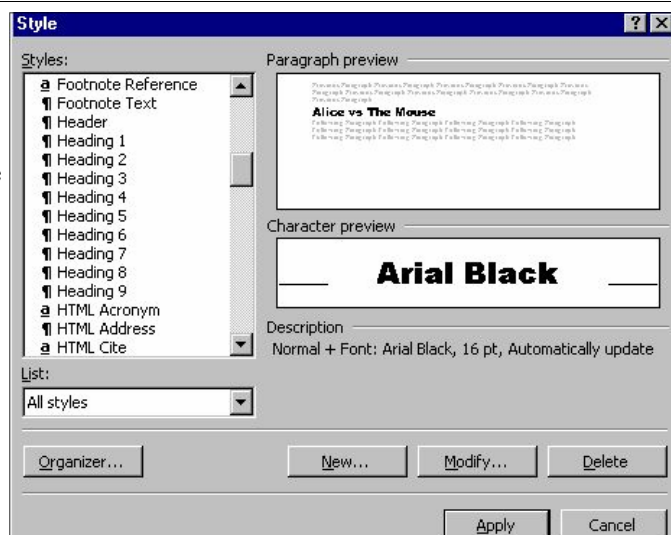
Examples

Field	Resulting contents
{ TOC }	All headings formatted with the built-in heading styles.
{ TOC \b Part1 \o "1-3" }	All headings formatted with the built-in styles Heading 1, Heading 2, and Heading 3, in the portion of the document marked with the bookmark "Part1."
{ TOC \c "Tables" }	Tables that you captioned with the Caption command (Insert menu).
{ TOC \f m }	Entries marked with TC fields that contain the "\f m" switch. For example, the entry marked by { TC "Map: Expeditions of Champlain" \f m } is listed, but the entry marked by { TC "The Port Royal Colony" \l 3 } isn't.

More Heading Styles

There are 9 levels of Heading Styles, but not all are visible on the Style drop-down list. To see all of the styles available, choose **FORMAT—STYLE** from the menu, and select the style you want from the list.

Additionally, the styles for the Table of Contents are listed as "TOC" entries.



Microsoft Word — Table of Contents

Customizing Your Table of Contents

You can customize the appearance of your Table of Contents by choosing: **FORMAT—INDEX AND TABLES** from the menu. The screen on the right appears. From here, you can change the following:

Tab Leader

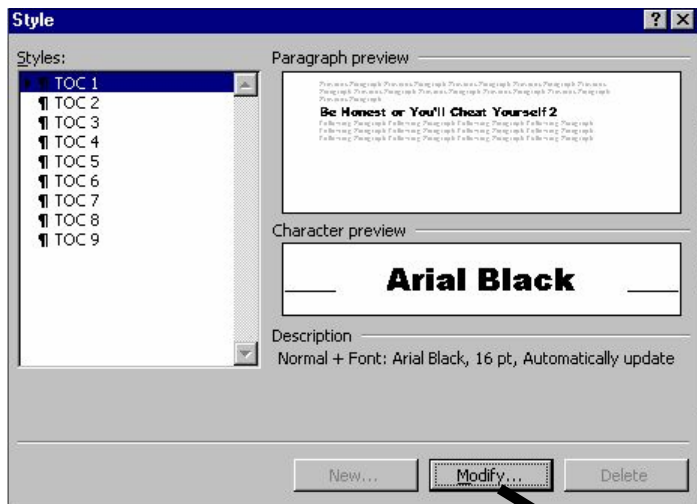
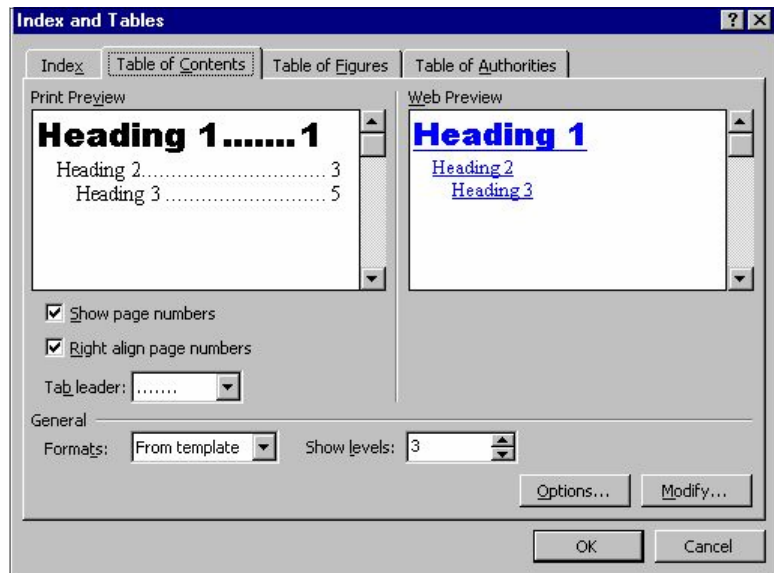
What is shown in the space between the text and the page numbers.

Formats

Choose from a list of pre-defined list of styles.

Show Levels

Simply displays more of the sub-levels in the Table of Contents. Sub-levels can be thought of as sub-topics (similar to an outline).



Modify button

If you want to change the text format of the different levels in the Table of Contents, click the **Modify** button. The screen below will appear. Select a TOC level and click the **Modify** button; the **Modify Style** screen appears.

On the **Modify Style** screen, you can perform the “fine-tuning” formatting to the appearance of the Entries in the Table of Contents. Of most value is the **Format** button, which lets you change the font, size and paragraph—to mention a few.

