Create a table of contents

To create a basic TOC:

1. In the body of the document mark the text you want include in the TOC using heading styles, outline levels, or a custom style.
2. Place the insertion point where you want the TOC.
   Tip: Press CTRL+HOME to place it at the start of the document.
3. On the Insert menu, point to Reference, then click Index and Tables.
4. If it's not already selected, click the Table of Contents tab.
5. Click OK.

Change the appearance of a TOC

1. Change the overall design of your TOC using a built in format.
2. Show or hide page numbers.
3. Align page numbers.
4. Choose a tab leader.
5. Choose the number of levels required.

To design your own format:

1. In the Index and Tables dialog box, on Table of Contents tab, click Modify.
2. Click the TOC level you wish to change, then click Modify.
3. In the Modify Style dialog box select the formatting attributes you desire, then click OK.
4. Follow steps two and three for every level you want to change in the TOC.
5. Click OK twice.

Update a TOC
When you update a TOC you will be asked to choose whether to update the whole thing or just page numbers.

**Web layout**

TOC are hyperlink enabled by default in Microsoft Word. To see the TOC with hyperlinks rather than page numbers on the View menu, click **Web Layout**.

To disable hyperlinks clear the **Use hyperlinks instead of page numbers** check box in the **Index and Tables** dialog box.

To display a TOC in a separate Web frame, mark the text for TOC inclusion then on the **Format** menu, point to **Frames**, and then click **Table of Contents in Frame**.

**Troubleshooting TOCs**

See this Word Help topic for information on troubleshooting problems with TOCs:

Troubleshoot tables of contents

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