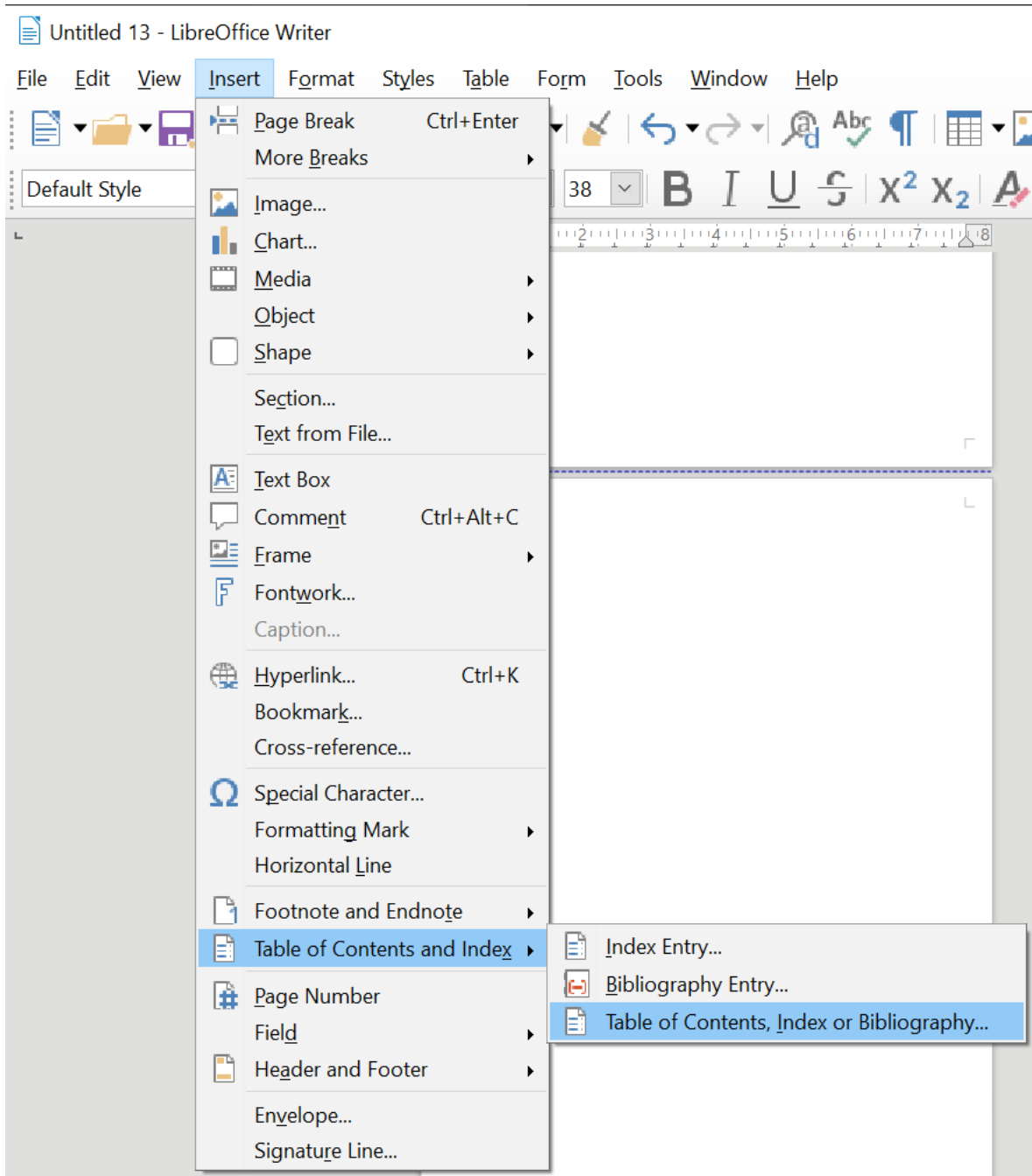


# **Creating a Table of Contents**

by

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Insert => Table of Contents

Type Entries Styles Columns Background

**Type and Title**Title: Type:  ▾ Protected against manual changes**Create Index or Table of Contents**For:  ▾ Evaluate up to level:  ▾**Create From** Outline Additional styles  Index marks**Table of Contents**

Heading 1.....1  
 Heading 1.1.....1  
 Entry.....1  
 Heading 1.2.....1

**Heading 1**

This is the content from the first chapter. This is a user directory entry.

**Heading 1.1**

This is the content from chapter 1.1. This is the entry for the table of contents.

**Heading 1.2**

This is the content from chapter 1.2. This keyword is a main entry.


Table 1: This is table 1

 Preview

# Click Okay

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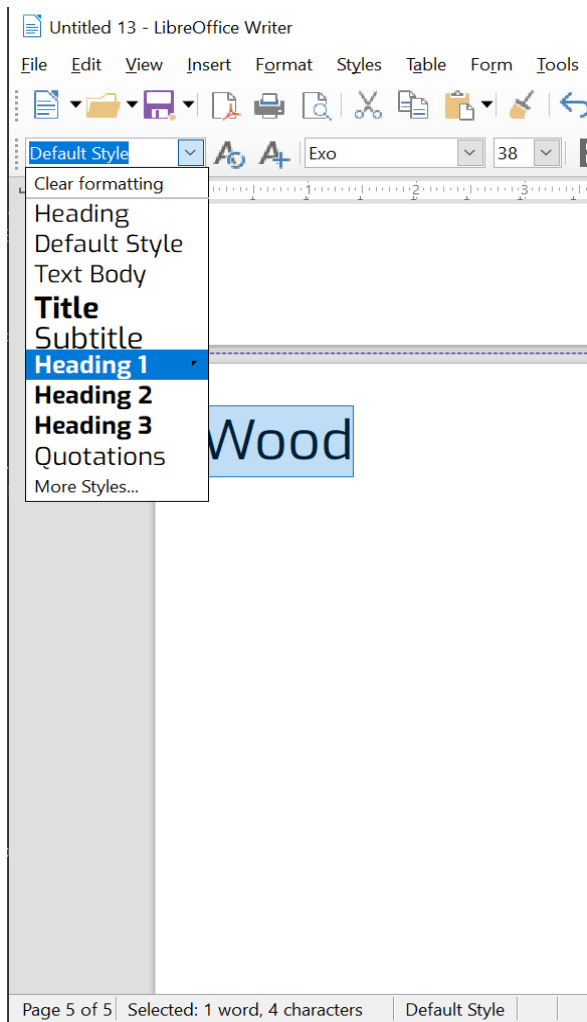
Now, when you make a new page, use Control + Enter

Put a title on the top of your page, and change the style of that title to HEADING 1

This is shown on the next page.

Wood

<=== We highlight the word Wood

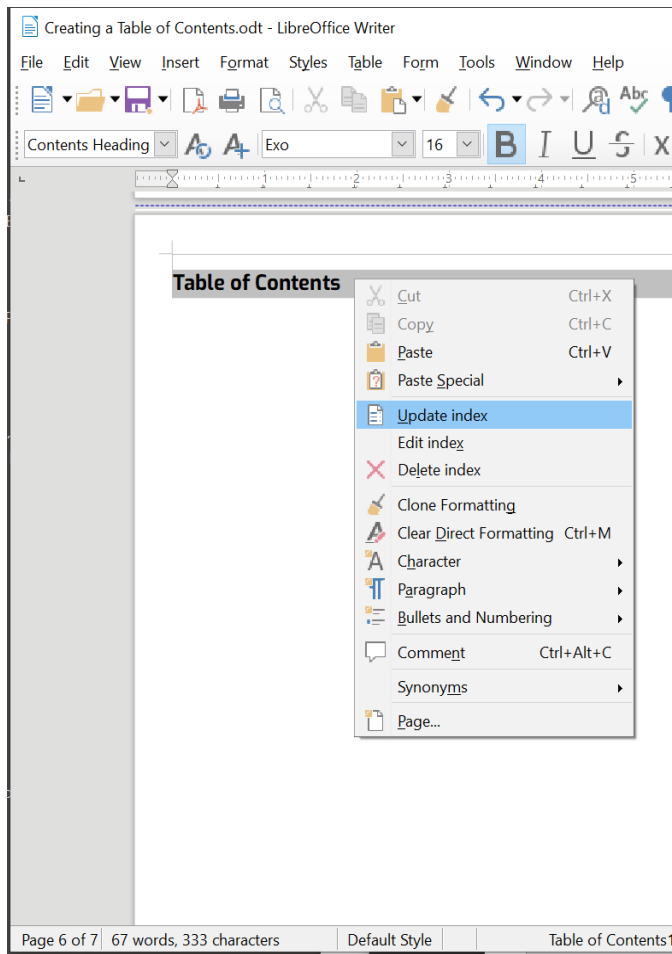


We Highlight the word **Wood**, and choose **Heading 1** as the style.

## Table of Contents

Wood.....	10
Types.....	10
Pine.....	10
Oak.....	10
Maple.....	10

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Right Click on your Table of Contents,  
choose **Update Index**

The screenshot shows a word processing application window. At the top is a ribbon with various formatting options like font style, size, bold, italic, underline, strikethrough, text color, and background color. Below the ribbon is a ruler. The main text area contains a heading "Table of Contents" followed by a table of contents entry: "Wood.....5". The status bar at the bottom indicates "Page 6 of 8", "79 words, 397 characters", and "Default Style".

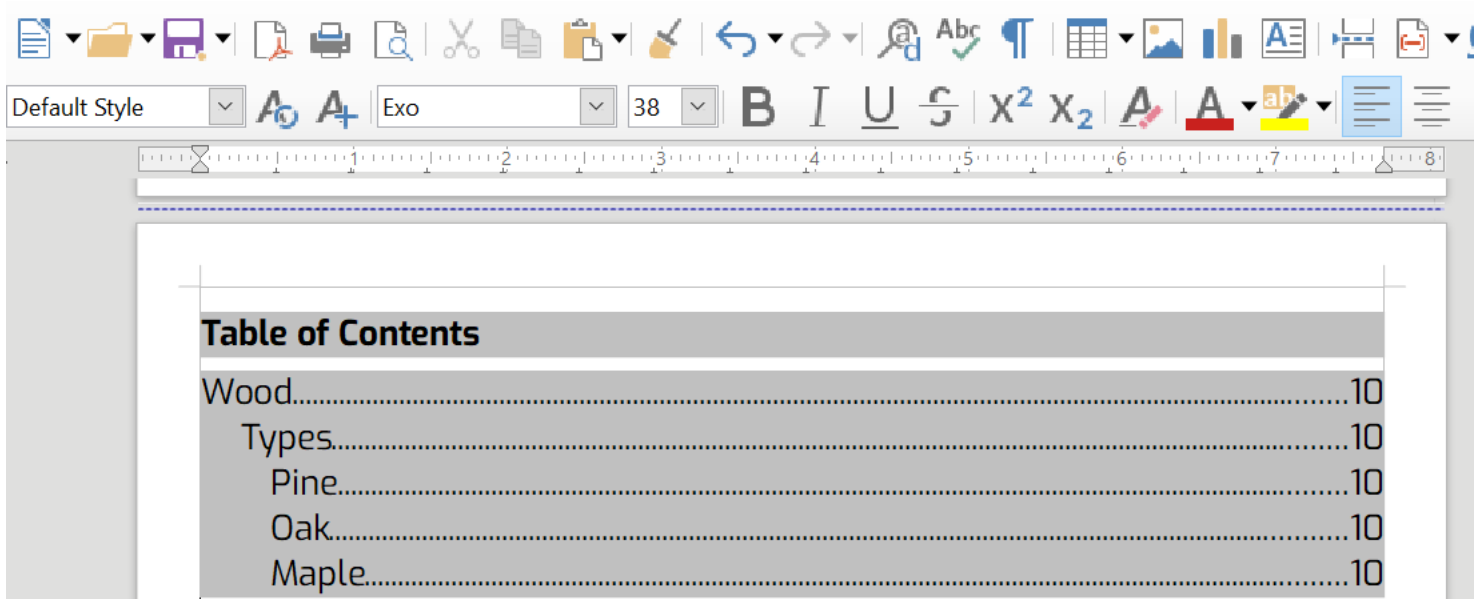
As you can see, your Heading, Wood, is now listed with a page number in your Table of Contents



We can add a Sub Title, using the Heading 2 tag, and a Subtitle of that, using the Heading 3 Tag, as shown below.

Wood	we choose Heading 1
Types	we choose Heading 2
Pine	we choose Heading 3
Oak	we choose Heading 3
Maple	we choose Heading 3

Right click on your Table of Contents, and choose Update.



Now you see your updated Table of Contents showing you a heirarchical outline view, putting Wood as Heading 1, Types as Heading 2, and Pine, Oak and Maple as Heading 3.

Thus, using simple Styles, we create the heirarchy of the outline for our Table of Contents.

# Wood

## Types

**Pine**

**Oak**

**Maple**

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