Table of Contents

Explanation
You can create a table of contents within Word either manually or automatically. To create an automatic table of contents, you must use Word styles for various headings, so it should be done when you first begin working with a document. If you are creating a table of contents partially into the development process, it might be easier to create the table of contents manually.

Creating a table of contents automatically

The best method for creating a table of contents automatically is the Word table of contents automatic generation, which is based on template styles. In order to use the automatic table of contents generation, you must have your chapter and section headings set correctly using the template styles (Heading 1, Heading 2, etc.). With the automatic generation method, you can make changes in your document and then update the table of contents entries simply by right clicking in the table of contents and then selecting Update Fields from the popup menu. To create a table of contents using the automatic generation method:

1 From the Insert menu, select Reference, then Index and Tables to display the Index and Tables dialog box (as shown below).
2 Select the Table of Contents tab.

The Index and Tables dialog box
3 Click to check Show page numbers.
4 Click to check Right align page numbers.
5 Select Dot leaders.
6 Format should be set to From template.
7 Set Show levels to the number of Heading levels used in your document (e.g. 5).
8 Then click OK to generate the table of contents.

NOTE – You may need to modify some items in the generated table of contents.
Creating a table of contents manually

To create a table of contents without using Word styles, use a right-aligned tab stop with dot leaders; do not just type in dots across the page before typing the page number.

1. Select **Format, Tabs** to display the Tabs dialog box (as shown below).

![Tabs dialog box](image)

*The Tabs dialog box*

2. Set **Alignment** to **Right**.
3. Set the **Tab Stop Position** (e.g. 6).
4. Select **Leader 2...** (dots).
5. When you enter a table of contents entry, press **Tab** to put in the dot leaders then type the page number.