

Technical Tip: Building a Table of Contents (PC)

Remember how I advised you to go through the manuscript and tag each of your chapter titles with the Heading 1 tag? (If not, see the “Page Break between Chapters” section in the book.)

- (1) Now go to that page where you’re going to build your table of contents. Put on the title and do a return to where you want the TOC to begin. Navigate to the “References” tab along the top, and then to the far left you’ll see a button labeled “Table of Contents.”
- (2) There’s a dropdown menu and it would be best to click on “Custom Table of Contents” at the bottom. That will bring up a dialog box with the Table of Contents tab. On the bottom left, at the “Show levels” box, make sure that says the number 1. (You can do more levels if you want, but this is for a basic, straightforward TOC.) The “Print Preview” box top left should default to “Heading 1.” So this means that every item that you tagged as a “Heading 1” will be picked up to add to the table of contents—so you want to make sure that only your chapter heads are labeled that.
- (3) The two smaller boxes right below that pane ask if you want to show page numbers and if you want them aligned. You can have the dots across or another format using the Tab Leader option.
- (4) When you’re all finished, click OK, and your complete Table of Contents should appear.