

Create and customize a table of contents

GENERATE A TOC

To generate a TOC, Word by default looks for built-in heading styles to be applied to document headings.

Note There are other ways to mark the text for inclusion, too, and these are detailed in subsequent tasks.

Step 1: Check or apply heading styles

1. In the document, click in the text that you want to be included in the TOC.
2. On the **Home** tab, in the **Styles** group, look in the **Quick Styles** gallery to see which style is selected. The styles called **Heading 1**, **Heading 2**, and so on up to **Heading 9**, are the ones to apply.
 - If one of these styles is already selected, and it's the heading level you want, the document text is fine.
 - If the text doesn't have a built-in style applied, or isn't using the built-in heading level you want, click the desired built-in heading style, such as **Heading 1**, **Heading 2**, or the like, in the **Quick Styles** gallery, to apply it.

Tip For more about working with styles, see "Manage and work with styles," farther down.

Step 2: Generate the TOC

1. Press **CTRL+Home** to move the cursor to the start of the document.
2. Click the **References** tab, **Table of Contents**, and click one of the two automatic TOC styles at the top of the gallery, **Automatic Table 1** or **Automatic Table 2**.
The TOC gets generated at the top of the document.

Note The automatic styles provide a title for the TOC and include a tab at the top (only visible when you click within the TOC) that includes the **Update Table** and **Table of Contents** commands, for quick access.

CHOOSE OPTIONS BEFORE GENERATING A TOC

To change things such as how many levels show in the TOC, how the TOC is formatted, which styles get picked up, and the TOC styles themselves, open the **TOC** dialog box and make your changes before generating the TOC or to replace the current TOC.

1. Press **CTRL+Home** to move the cursor to the start of the document.
2. Click the **References** tab, **Table of Contents**, and **Insert Table of Contents**, at the bottom of the **TOC** menu.
3. When you've selected the options, click **OK** as needed to close the **TOC** dialog box.
 - If you haven't generated the TOC before selecting options, the TOC gets created.
 - If you've already generated the TOC, Word asks whether you want to replace the current TOC.
 - To replace the current TOC, click **Yes**.
 - To insert a second TOC below the current one, click **No**.

UPDATE A TOC

1. Click in the TOC that you want to update.
2. Do one of the following:
 - On the **References** tab, click **Update Table**.
 - If there's a tab control at the top of the TOC, click the **Update Table** command on the tab.
 - Press **F9**.

MANAGE AND WORK WITH STYLES

Apply a style to multiple headings

To select several bits of heading text at once that you want to get the same heading style, do the following:

1. Select the text for the first heading, and press **CTRL** when you select the subsequent headings.
2. Click the style.

Get more styles

1. If you don't see the level of heading you want in the **Quick Styles** gallery, scroll down to the bottom of the gallery menu, and click **Apply Styles**.
2. In the **Style Name** box, type the heading you want, such as **Heading 6**, and click **Apply**. (The shortcut to open this dialog box is **CTRL+SHIFT+S**.)

Customize a built-in heading style

1. Apply the built-in style, and change it as you wish, such as choosing a different font color, type, or size.
2. Select the heading text, right-click, and point to **Styles**.
3. At the bottom of the gallery menu, click **Update Heading X to Match Selection**.

From now on, when you apply the heading, it will have the attributes of the selection.

Note Word still recognizes the style as a built-in heading style.

Work in the Styles task pane

- To see styles in a list, as opposed to in the gallery format, find the small arrow in the right corner of the **Styles** group (**Home** tab) and click it. That opens the **Styles** task pane.

Choose styles to display in the task pane

- At the bottom of the **Styles** task pane, click **Options**, and in **Style Pane Options**, click the arrow by **Select styles to show**.

Add a style to the Quick Styles gallery

- In the **Styles** task pane, point to a style you want to add, click its arrow, and click **Add to Quick Style gallery**.
- Remove a style from the gallery in the same way, only clicking **Remove from Quick Style gallery**.

MARK STYLES FOR INCLUSION IN THE TOC

If you want to use styles other than the built-in ones for headings in your document, apply the styles, and do the following before creating the TOC:

1. Press **CTRL+Home** to put the cursor at the start of the document.
2. Click **References, Table of Contents, Insert Table of Contents**.
3. Click **Options** to open the **Table of Contents Options** dialog box.
4. At the right of the **TOC level** list, scroll down until you see your document styles on the left, in the **Available styles** column.
5. In the **TOC level** list, type the number for the TOC level (1, 2, 3, and so on), across from the style name, that you want the style to map to in the generated TOC.
6. Click **OK** as needed to close the **Table of Contents** dialog box.
7. The TOC gets generated. If you've already got a TOC, click **Yes** to replace it. In any case, Word will base the TOC on the designated styles.

USE OUTLINE LEVELS TO MARK TEXT FOR INCLUSION IN A TOC

Another way to mark text for inclusion in the TOC is to mark it for outline levels, in Outline view.

1. Click the **View** tab, **Outline**, to open the document in **Outline** view.
2. Click in the text that you want to appear in the TOC.
Tip To select multiple headings at once, click the first one, then press **CTRL** each time you select subsequent ones.
3. In the **Outline Tools** group, in the **Outline Level** box, select the level you want for this text. If you want it at the first level in the TOC, click **Level 1**, for example.
4. Repeat this for all the text you want to appear as a level in the TOC.
5. On the **Outlining** tab, click **Close Outline View**.
6. Press **CTRL+Home** to put the cursor at the top of the document.
7. Click the **References** tab, click **Table of Contents**, and do one of these:
 - Click an automatic TOC style.
 - Click **Insert Table of Contents**, and select additional options, then click **OK** to generate the TOC.

CONTROL TOC CONTENT AND FORMATTING

1. Press **CTRL+Home** to put the cursor at the top of the document.
2. Click **References, Table of Contents, Insert Table of Contents**.
 - In the **Print Preview** box, the styles that Word will pick up for generating the TOC appear, and the text has the formatting that will be used in the generated TOC.
 - A Web preview shows on the right.
 - Page number and dot leader options appear below **Print Preview**.
 - To change the number of levels that are included in the TOC, change the setting in the **Show Levels** box.
 - To apply different formatting from the template, click **Formats**, and select one of the formats.
 - To change settings for which styles Word picks up for the TOC, click **Options**.
 - To modify TOC styles, click **Modify**. (See detailed steps, next.)

Note For the **Modify** button to be available, the selection in the **Formats** box must be **From template**.
3. When you've made your selections, click **OK** as needed to close the **TOC** dialog box.
 - If you haven't generated the TOC before selecting options, the TOC gets created.
 - If you've already generated the TOC, Word asks whether you want to replace the current TOC.
 - To replace the current TOC, click **Yes**.
 - To insert a second TOC below the current one, click **No**.

CUSTOMIZE THE TOC BY MODIFYING TOC STYLES

Modify TOC styles either in the **Styles** task pane or from the **Table of Contents** dialog box.

Option 1: Work in the Styles task pane

An easy way to do this is to generate the TOC, then open the **Styles** task pane.

1. Generate a TOC.
2. On the **Home** tab, in the **Styles** group, find the small arrow in the right corner and click it. That opens the **Styles** task pane.
3. In the task pane, point to the TOC style you want to change, and click its arrow.
4. Click **Modify**.
5. In the **Modify Style** dialog box, make your changes.

Tip For font and paragraph formatting and a lot else, click the **Format** button.
6. Changes apply to TOC styles in the document. If you want the TOC style changes to apply to the template, select **New documents based on this template**.
7. Click **OK**.

The style updates are reflected in the TOC you've already generated.

Option 2: Work in the TOC dialog box

1. Press **CTRL+Home** to put the cursor at the top of the document.
2. Click **References, Table of Contents, Insert Table of Contents**.
3. Click **Modify**.
Note For the **Modify** button to be available, the selection in the **Formats** box must be **From template**.
4. In the **Styles** list, select the TOC style you want to change, and click **Modify**.
5. Make your changes in the **Modify Style** dialog box.
Tip For font and paragraph formatting and a lot else, click the **Format** button.
6. Changes apply to TOC styles in the document. If you want the TOC style changes to apply to the template, select **New documents based on this template**.
7. Click **OK** as needed to close the **Table of Contents** dialog box.
 - If you haven't generated the TOC before selecting options, the TOC gets created.
 - If you've already generated the TOC, Word asks whether you want to replace the current TOC.
 - To replace the current TOC, click **Yes**.
 - To insert a second TOC below the current one, click **No**.

REMOVE A TOC

- Click **References, Table of Contents, Remove Table of Contents**.

The TOC content and links get completely removed.

Tip Another method: If you generate the TOC using one of the automatic styles, it gets inserted with a box that has a tab at the top, only visible when you click inside the TOC. On the tab, click **Table of Contents**, and then **Remove Table of Contents**.