

CREATING A TABLE OF CONTENTS IN MICROSOFT® WORD 2003

A table of contents (TOC) consists of a list of the headings in a document, which can be inserted in a specific location. This guide explains how to create a table of contents formed from all the headings as they appear in your document, provided each heading has been formatted with a "style" - see "Creating Heading Styles" later in this document.

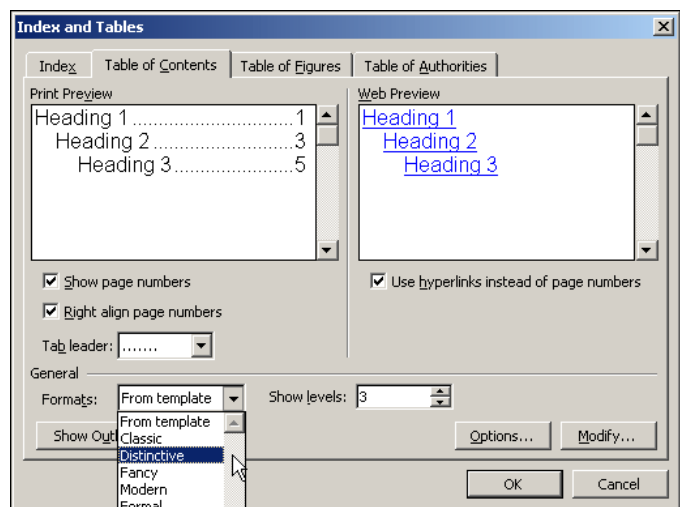
SELECTING A TABLE OF CONTENTS FORMAT

1. Position the cursor in your document where the table of contents is to be placed.
2. Click on the **Insert** menu, select **Reference**, followed by **Index and Tables**.
3. In the Index and Tables box, ensure the **Table of Contents** tab is selected, and then click on a suitable design from the **Formats:** drop down list.

Observe the results in the preview window(s).

4. If desired, adjust the page number settings, the Tab leader style, and the number of TOC levels to display.

5. Click on **OK**.



After a few moments, the table of contents will appear in the document.

If a field code is displayed instead of the table of contents, click on the **Tools** menu and choose **Options**. Select the **View** tab and clear the **Field Codes** box.

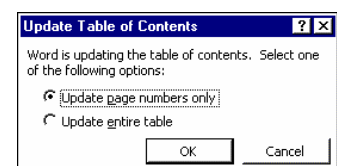
{ TOC \O "1-3" \H.Z }

UPDATING A TABLE OF CONTENTS

If any alterations are made to the document after the table of contents has been created, (eg modified headings, or different page numbers), it must be updated to reflect the changes.

Note: Any formatting or additional text previously added to the table of contents will be lost in the update.

1. Click the mouse to the left of the table of contents to select it, and then press the **F9** key (or click on the right mouse button and choose **Update Field** from the sub-menu).
2. In the Update Table of Contents box, choose whether to update only the page numbers, or the entire table.



DELETING A TABLE OF CONTENTS

Click the mouse to the left of the TOC to select the contents and press the **Delete** key.

CREATING A TABLE OF CONTENTS FOR LARGE DOCUMENTS

When creating a table of contents from multiple documents you will need to manually adjust the starting page number in each document to ensure the pages are correctly sequenced. It is also advisable to have all the files in the same directory.


1. Create the document in as many files as necessary.
2. Create a new file for the table of contents, preferably in the same directory.
3. From the **Insert** menu, choose **Field...**
4. Scroll down the Field names: list and select **RD**.

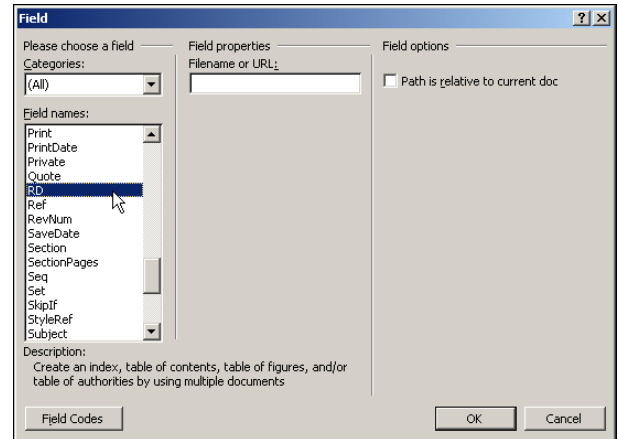
5. In the **Filename or URL:** box, type in the path and name of the first file, eg:

a:\week1\chapter1\test1.doc

6. Click on **OK**. A field code similar to:

{ RD a:\week1\chapter1\test1.doc }

will be displayed in the document. (If the field code does not appear, click on the Show/Hide button on the toolbar ).



Note that Word adds additional backslashes between the paths and, if any part of the location includes spaces, it will also enclose the whole path in quotation marks: eg

{ RD "a:\week 1\chapter1\test.doc" }

7. Repeat steps 3 – 6 for all the files which make up the main document, making sure you insert the fields in the correct order.


(You should end up with a list of field codes similar to those shown opposite).

{ RD a:\week1\chapter1\test1.doc }
{ RD a:\week2\chapter2\test2.doc }
{ RD a:\week3\chapter3\test3.doc }
{ RD a:\week4\chapter4\test4.doc }
{ RD m:\bibliography.doc }

8. Now follow the instructions for setting up a table of contents at the beginning of this document.

CREATING HEADING STYLES

The easiest way to apply a heading style is from the Styles and Formatting task pane.

1. On the formatting toolbar click on the **Styles and Formatting** button  to display the task pane.
2. In your document, select each heading in turn, and then click on a heading style under **Pick formatting to apply**. (These are built in styles attached to the current Word template.)

If you are unsure as to whether a style is already applied to a heading, click inside the heading and observe the **Formatting of selected text** box in the task pane.

More information on creating styles can be found in the document: "[Long Document and Report Writing](#)".

