

MS Word

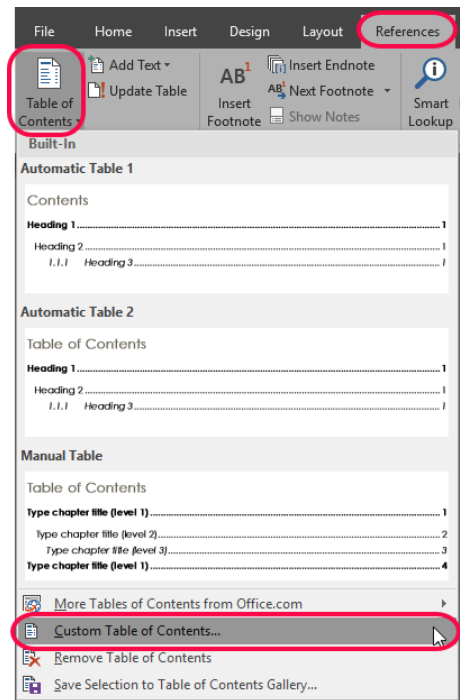
Format Table of Contents

Formatting a Table of Contents

The Table of Contents can have its formatting defined so that each level selected will appear as per the formats you have set.

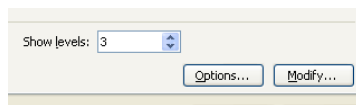
This can be done as you create your Table of Contents or to format once created select the Table of contents.

- ☞ Select **References Tab**
- ☞ Click on the **Table of Contents** drop down list
- ☞ Select **Custom Table of Contents**

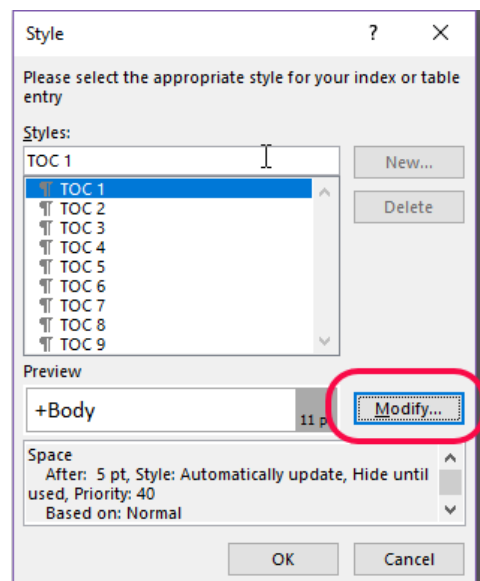


Once the Table of Contents window is open you can start to Modify the table

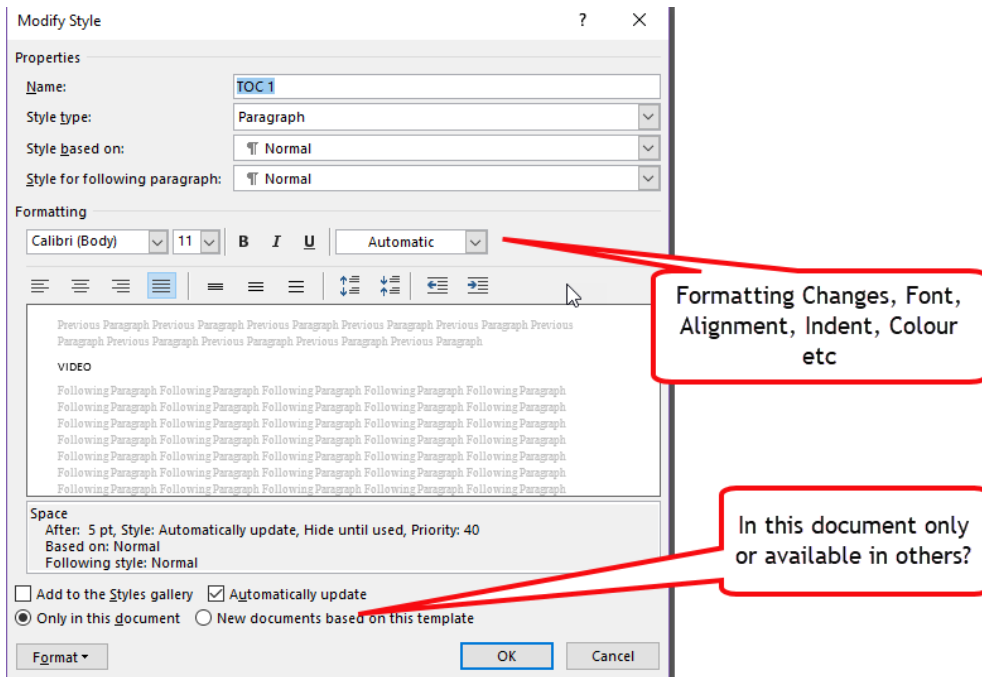
- ☞ Select **Modify**



- ☞ Select the Level of your TOC you would like to format and select **Modify**



☞ Select the Formatting changes you would like to make



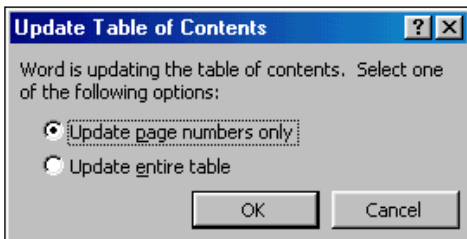
Updating Table of Contents

To update the table, place the cursor within it and press <F9>.

Alternatively

☞ Highlight the TOC right click and select **Update Fields**.

When the Update Table of Contents dialog box appears select the Update entire table option.



☞ Click **OK**.

This update will take into account page numbering, dialog changes and new text insertions.