

MS Word

Problem Solve Table of Contents

TOC not displaying all Headings

Table of Contents should always pick up headings where appropriate styles have been applied.

Error 1: TOC does not contain the heading you just added

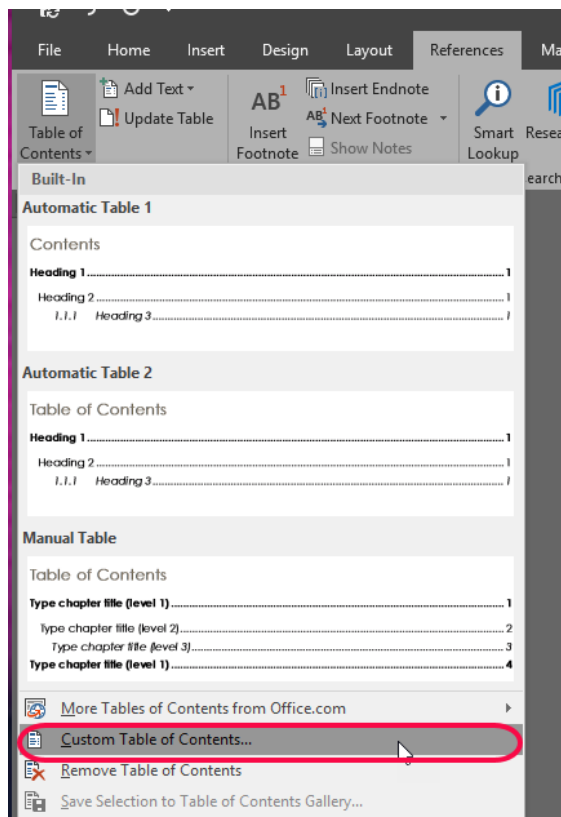
Identify: Update Entire Table. If still not showing check to see if a style is applied to the heading you are trying to include.

Fix 1: If not apply the appropriate style and Update again.

Error 2: TOC does not display all Heading levels i.e. level 1 is displayed but not a subheading.

Identify: This could be related to not having a style applied (see above) or the TOC is not set to pick up the correct styles you have applied.

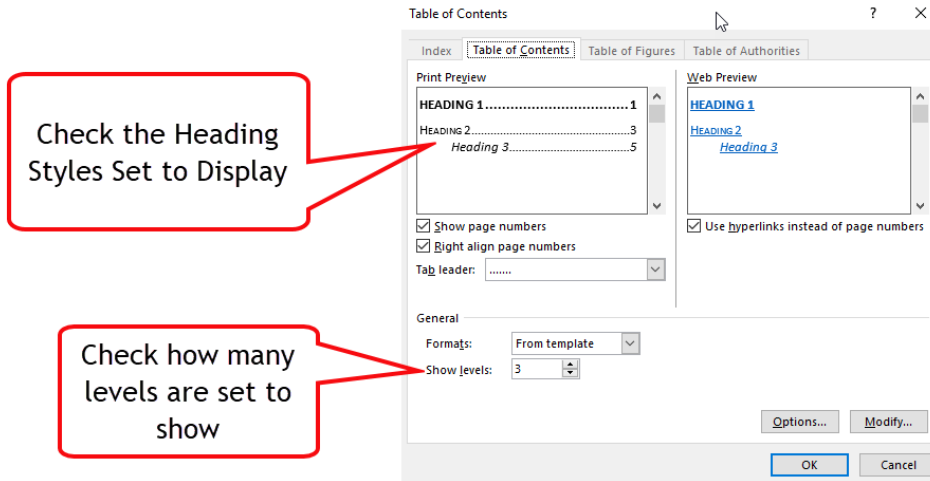
Fix 2: Select the Table of Contents and then click on References Tab and select Table of Contents/Custom Table of Contents check custom settings.



TOC Custom Settings

Check the screen to ensure the correct headings are shown. Do these match the heading styles you have applied.

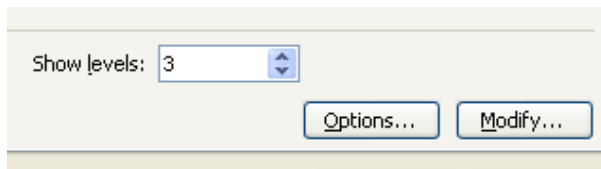
Also check if the TOC is set to display enough levels of headings.



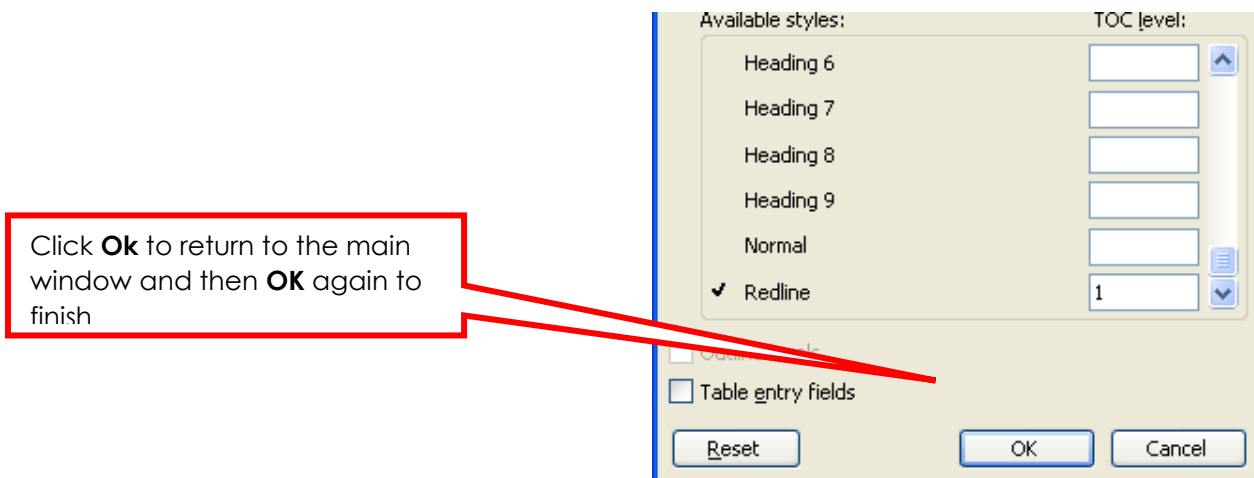
Increase the levels by clicking on the drop down list

Change the Headings Selected

Click on the **Options** button from the **Table of Contents** screen



Add in the level number next to the name of the style you wish to include in the TOC



The Table of Contents should now display your heading

TOC Displaying too Much

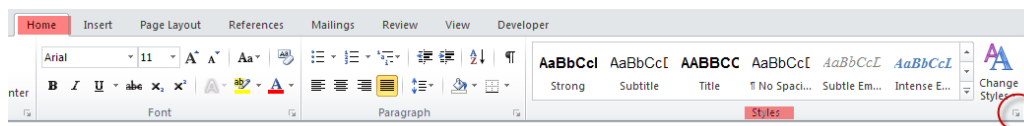
- Error 1:** TOC is displaying whole paragraphs of text
- Identify:** Go to the paragraph/s which are displaying in the TOC. The incorrect style will be applied. This sometimes happens when following on from previous paragraphs if styles have not been set correctly.
- Fix 1:** Select the paragraph and apply the appropriate style that is not set to be selected for TOC. Check previous paragraphs if some are correct use format painter to copy the correct style to another.
- Error 2:** TOC is displaying all paragraphs of text
- Identify:** Is the same style applied to both headings and paragraphs if so the style needs correcting as above. If not your TOC may be picking up a style not required.
- Fix 2:** Refer to TOC Custom Headings section above to help correct this.

Styles

Identify Styles in Documents

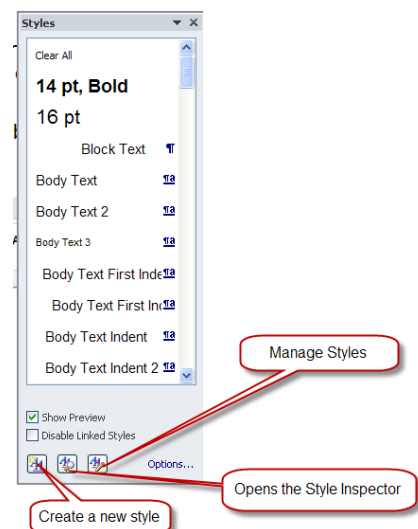
To find out what style is currently applied to any text or paragraph within a document you will need to have the cursor placed within the text/paragraph/heading

☞ Select the **Home Tab** and on the **Styles ribbon** click the icon for extra options.

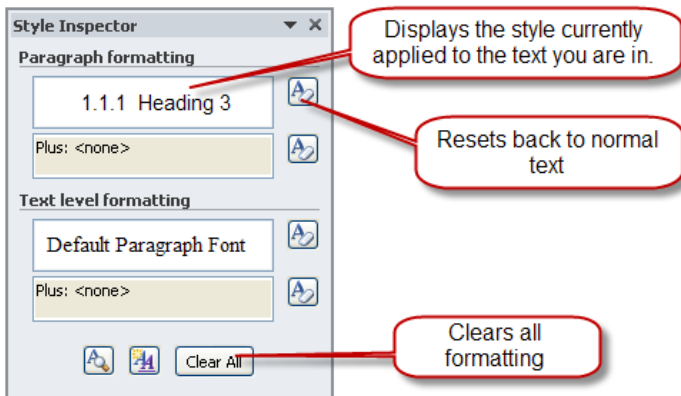


This icon opens the Styles window

☞ Click on the **Style Inspector**



The Style Inspector displays the name of the style currently applied to your selection.



Selecting Text with Styles

You can also select a style and you can get Word to show you where in the document the style is applied.

- ☞ Select a style from the **Styles list**.
- ☞ Click on the **drop-down list** to the right
- ☞ Click on **Select All instances** (the number of instances will be shown)
- ☞ This now highlights every piece of text within the current document that has that style applied.

