

# Table of Contents



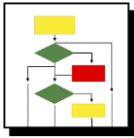
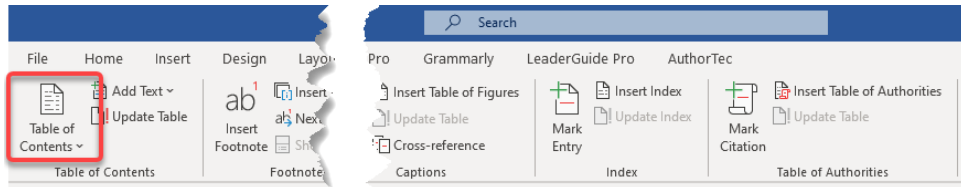
## Overview

Creates a Table of Contents where the cursor is placed in a document.



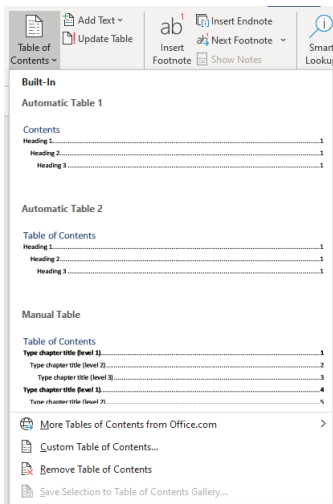
## Location:

The Table of Contents is located on the Reference Tab in Word

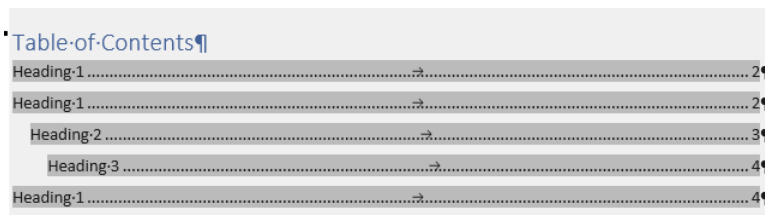


## How it Works

1. Place cursor at the location you want to have the TOC, and select Table of Contents



2. Choose the style of TOC you want, or select Custom Table of Contents



 The TOC is generated using the styles Heading 1, Heading 2, Heading 3, etc.

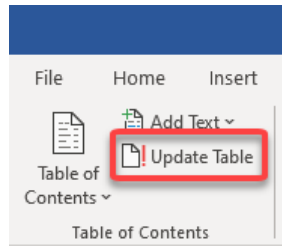
# Table of Contents



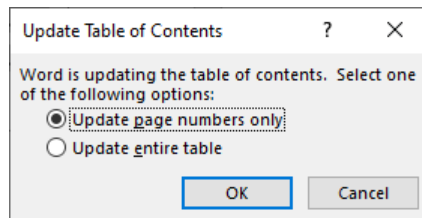
## How to Update

As you make changes to you document

1. Select **Update Table** to rebuild the TOC



2. You will have the choice to Update just page numbers of the entire table



3. Click **OK**