# george! Add Table of Contents

About

Why include a Table of Contents in your george! documents?

- A Table of Contents:
  - gives recipients an overview of the topics and subtopics in your document
  - and provides a quick way to navigate to specific topics

george! makes it easy to add a Table of Contents

george! includes an **Add Markers** function that is a fast, visual method for adding Table of Contents headings that will appear in the Word document you create from your PowerPoint file.
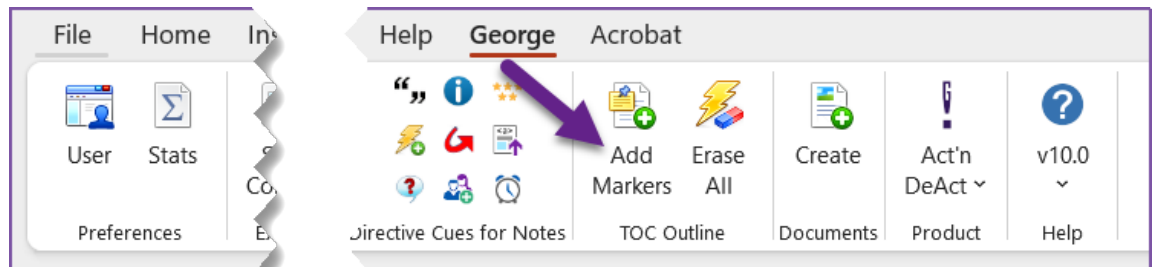
This tutorial guides you through:

- How to add Heading 1 and Heading 2 Table of Contents markers to the slides in your PowerPoint file.
  - This allows you to mark the start of each new topic and sub-topic.
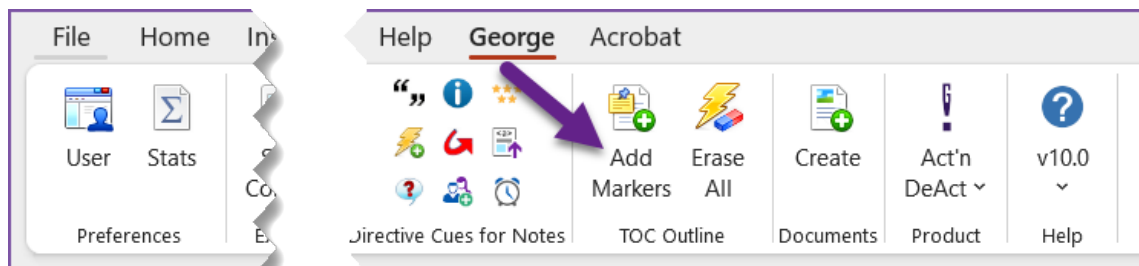
IMPORTANT NOTE

- Every Topic (Heading 1) must have at least one Subtopic (Heading 2)
- Thus, when you add a New Topic marker you will also see a placeholder for its first Subtopic

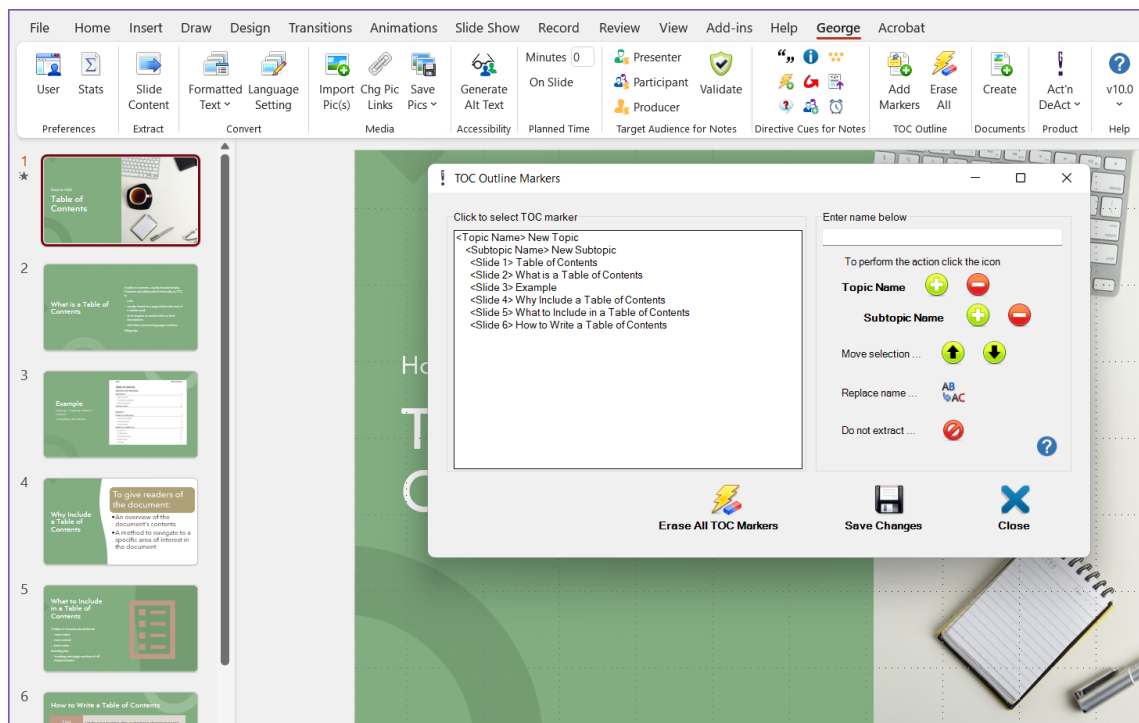# How to Add Table of Contents Markers to a PowerPoint File

With your PowerPoint file open in Normal view:

- Click **Add Markers** on the **george!** ribbon.

You will see something like this:

- Your slides

- And the **george!** TOC Outline Markers dialog box

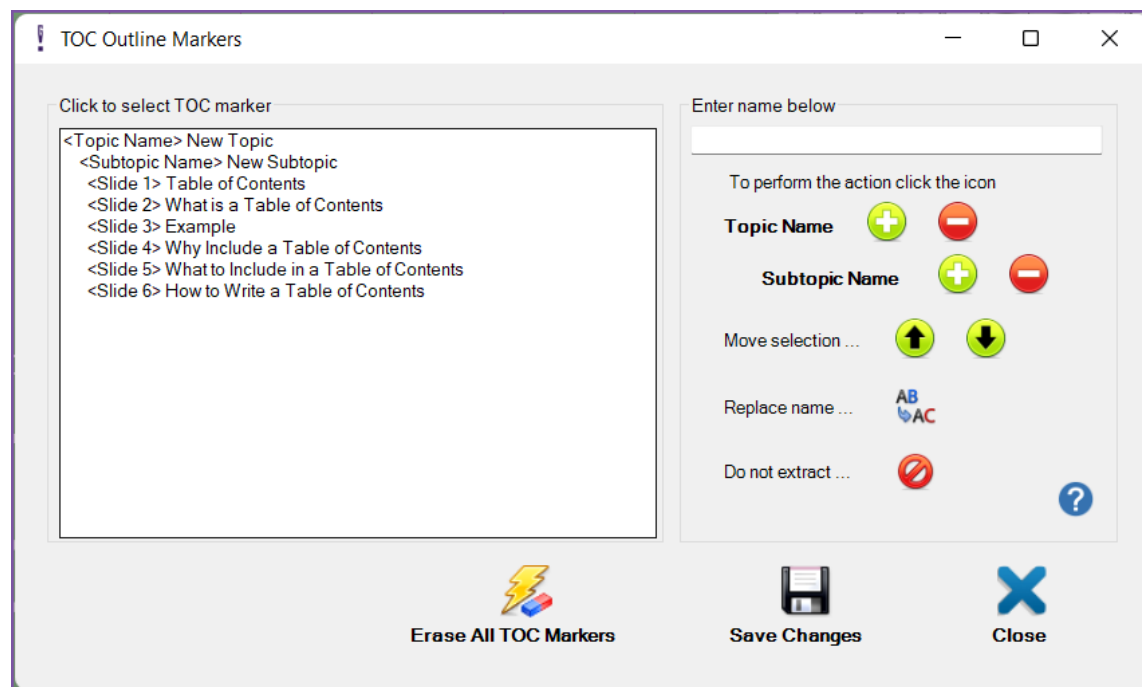# How to Add Table of Contents Markers to a PowerPoint File

1

Take a moment to understand the TOC Outline Markers dialog box.

You will use the TOC Outline Markers dialog box to set up your Table of Contents.

The TOC Outline Markers dialog box includes:

- A list of your slides on the left and the topic/subtopic functions on the right.

TOC Outline Markers

Click to select TOC marker

```
<Topic Name> New Topic
   <Subtopic Name> New Subtopic
   <Slide 1> Table of Contents
   <Slide 2> What is a Table of Contents
   <Slide 3> Example
   <Slide 4> Why Include a Table of Contents
   <Slide 5> What to Include in a Table of Contents
   <Slide 6> How to Write a Table of Contents
```

Enter name below

To perform the action click the icon

Topic Name

Subtopic Name

Move selection ...

Replace name ... AB AC

Do not extract ...

Erase All TOC Markers   Save Changes   Close

- A placeholder for your first Topic & Subtopic is automatically inserted above your first slide

  - The **phrase inside the < >** indicates whether you are dealing with a Topic/Heading 1 or a Subtopic/Heading 2

  - The **phrase to the right of the < >** is the actual Topic or Subtopic name that will appear in the Table of Contents in your document

- Both the New Topic and New Subtopic names are associated with Slide 1

  - Once in your document, slide 1 will appear on the first page of the new topic & subtopic

  - You can now assign additional Subtopic names to other slides that fall under your first topic

  - Each new subtopic will start on a new page within your document

How to Add Table of Contents Markers to a PowerPoint File, continued
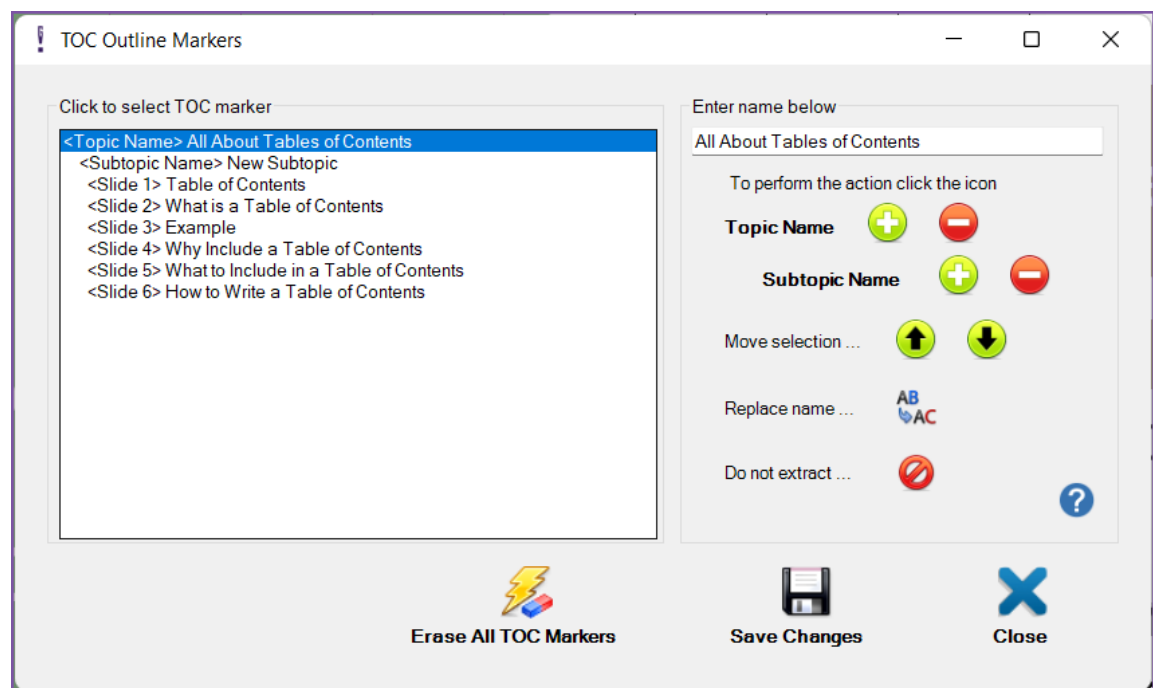
2

Begin by updating the name of your first New Topic

1. In the left side of the dialog box: Click on **New Topic**
2. In the right side of the dialog: **Type over** New Topic with the actual name of your first topic
3. Click **AB-AC** next to **Replace name**
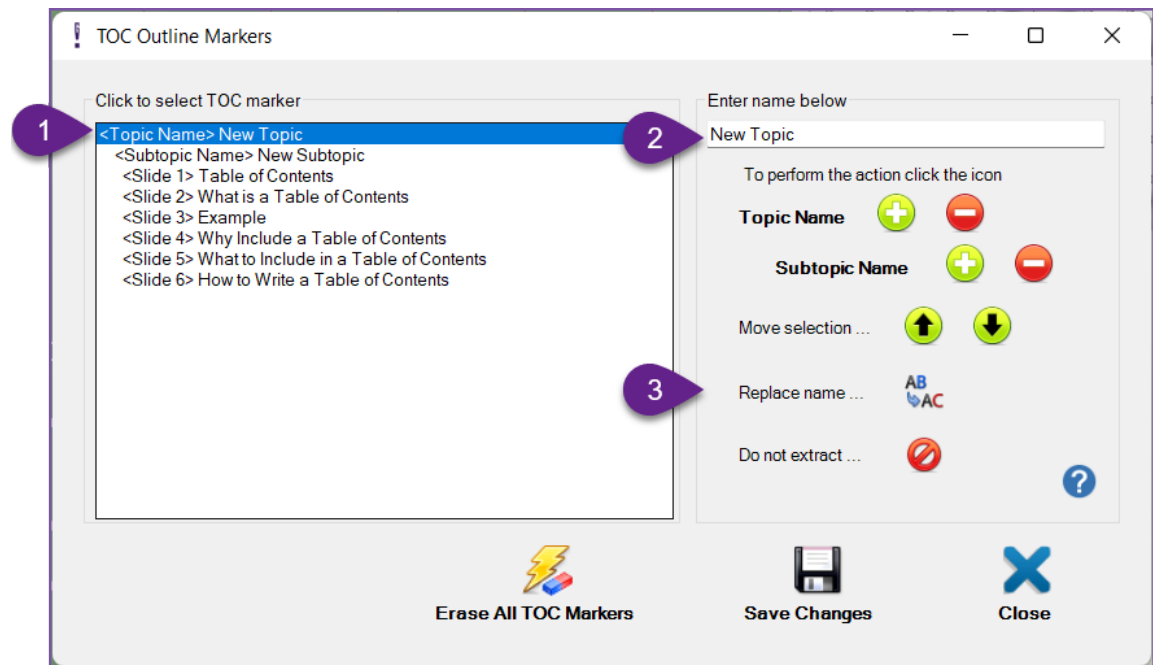
Now you will see your new topic name in the list on the left side of the form.
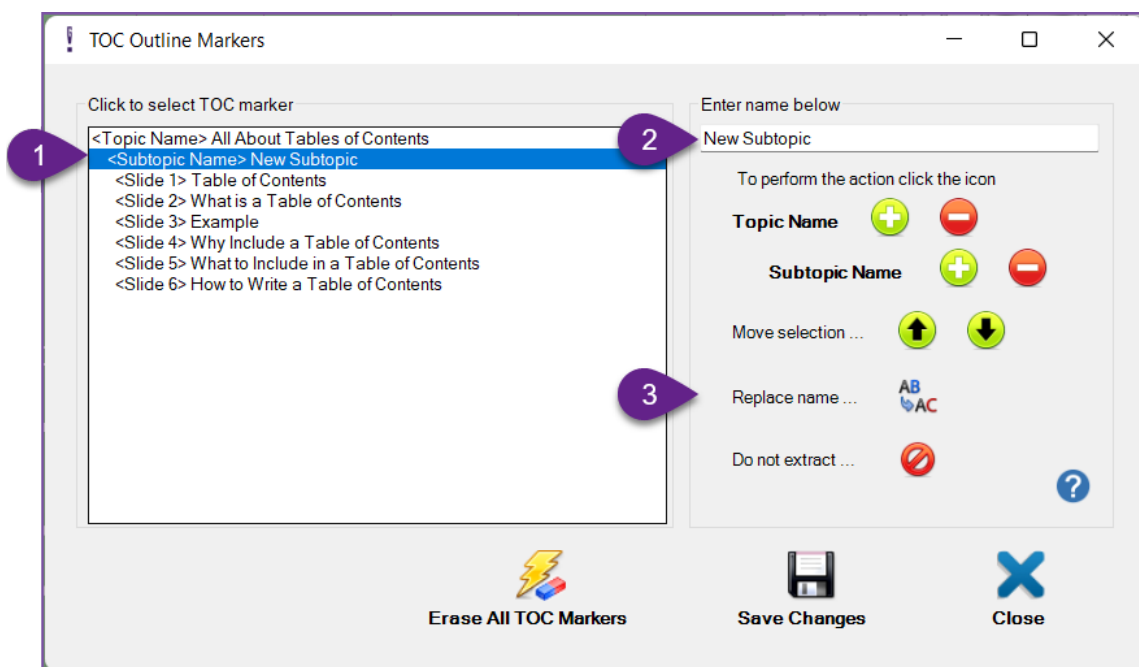
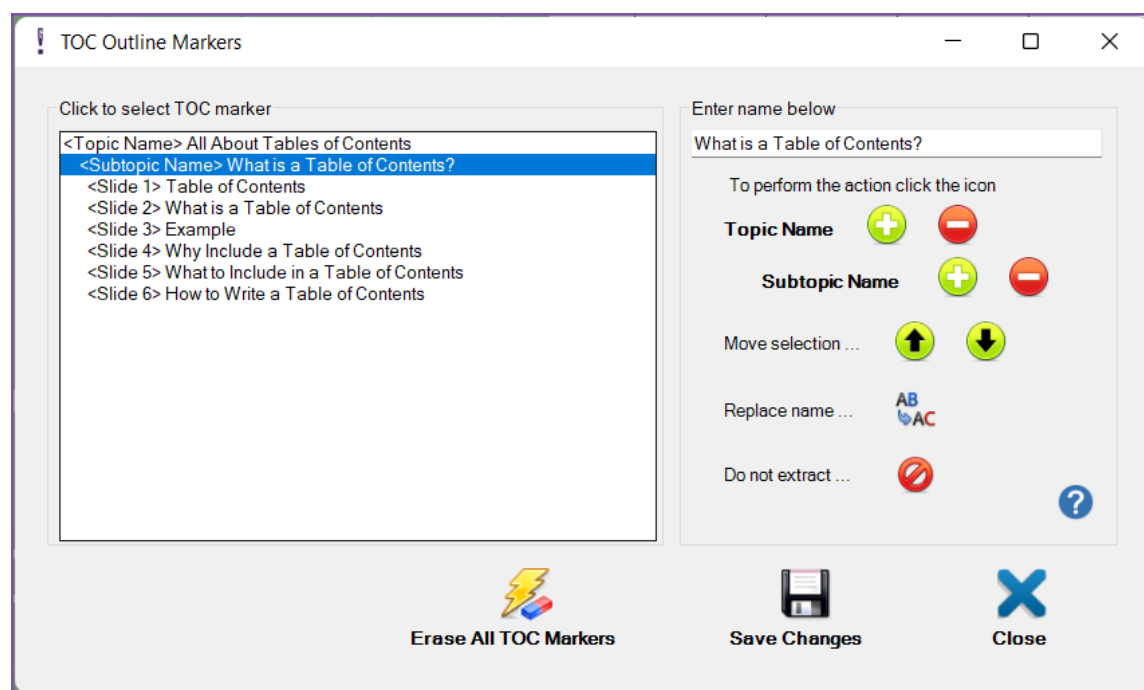# How to Add Table of Contents Markers to a PowerPoint File, continued

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Next, update the name of your first New Subtopic

1. In the left side of the dialog box: Click on **New Subtopic**

2. In the right side of the dialog: **Type over** New Subtopic with the name of your first subtopic

3. Click **AB-AC** next to **Replace name**

TOC Outline Markers   — □ ✕

Click to select TOC marker   Enter name below

<Topic Name> All About Tables of Contents   **2** New Subtopic
1 <Subtopic Name> New Subtopic
    <Slide 1> Table of Contents   To perform the action click the icon
    <Slide 2> What is a Table of Contents
    <Slide 3> Example   **Topic Name**   ➕ ➖
    <Slide 4> Why Include a Table of Contents
    <Slide 5> What to Include in a Table of Contents   **Subtopic Name** ➕ ➖
    <Slide 6> How to Write a Table of Contents

                                          Move selection ...   ⬆ ⬇

3 Replace name ...   AB⤸AC

                    Do not extract ...   🚫
                                                ❓

⚡ **Erase All TOC Markers**   💾 **Save Changes**   ✖ **Close**

Now you will see your Subtopic name, under your Topic name.

TOC Outline Markers   — □ ✕

Click to select TOC marker   Enter name below

<Topic Name> All About Tables of Contents   What is a Table of Contents?
    <Subtopic Name> What is a Table of Contents?
    <Slide 1> Table of Contents   To perform the action click the icon
    <Slide 2> What is a Table of Contents
    <Slide 3> Example   **Topic Name**   ➕ ➖
    <Slide 4> Why Include a Table of Contents
    <Slide 5> What to Include in a Table of Contents   **Subtopic Name** ➕ ➖
    <Slide 6> How to Write a Table of Contents

                                          Move selection ...   ⬆ ⬇

                    Replace name ...   AB⤸AC

                    Do not extract ...   🚫
                                                ❓

⚡ **Erase All TOC Markers**   💾 **Save Changes**   ✖ **Close**
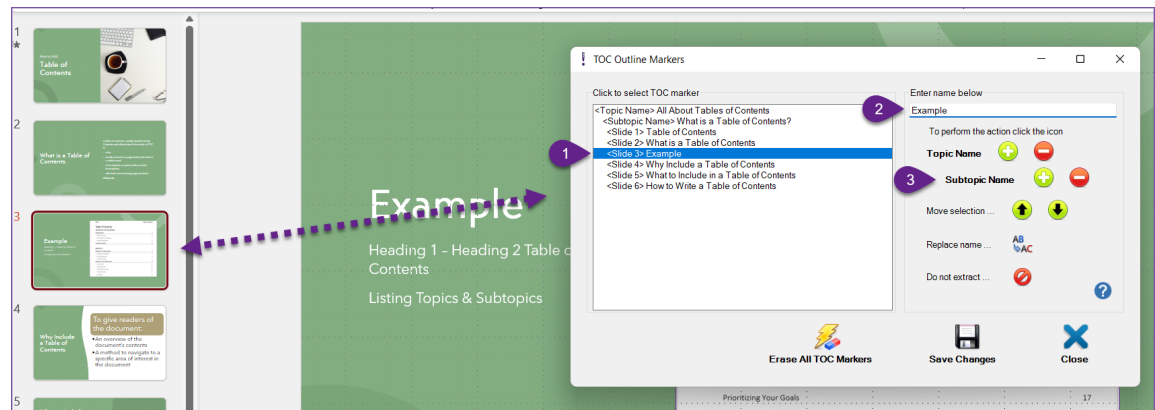

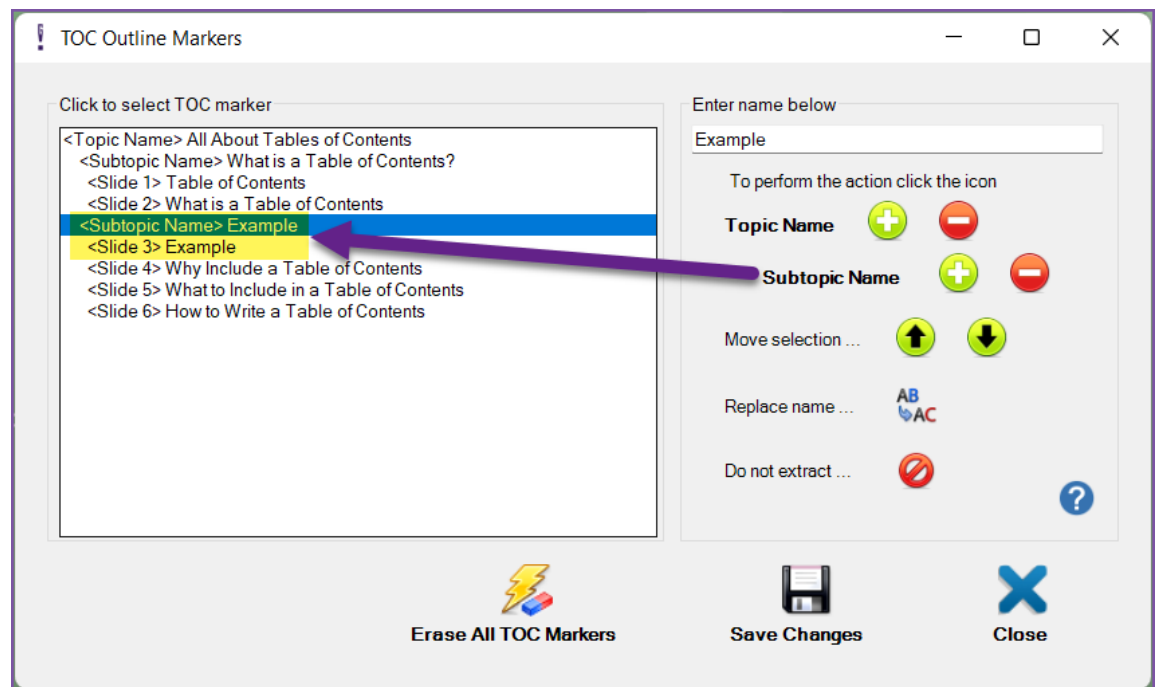# How to Add Table of Contents Markers to a PowerPoint File, continued

To add another Subtopic under your first Topic:

1. **Select the slide** that marks the start of the next New Subtopic
    a. You will see the slide on the screen behind the **george!** dialog box
2. **Type the subtopic name** into the white box at the top of the right side of the form
3. **Click the PLUS sign** next to Subtopic Name

In the left side of the dialog box:

- You will see the new subtopic name above the slide you selected

How to Add Table of Contents Markers to a PowerPoint File, continued

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If you made a mistake and need to edit a topic or subtopic name:

1. **Select the name** you need to change

2. **Type in** the new name

3. Click the letters next to **Replace Name**
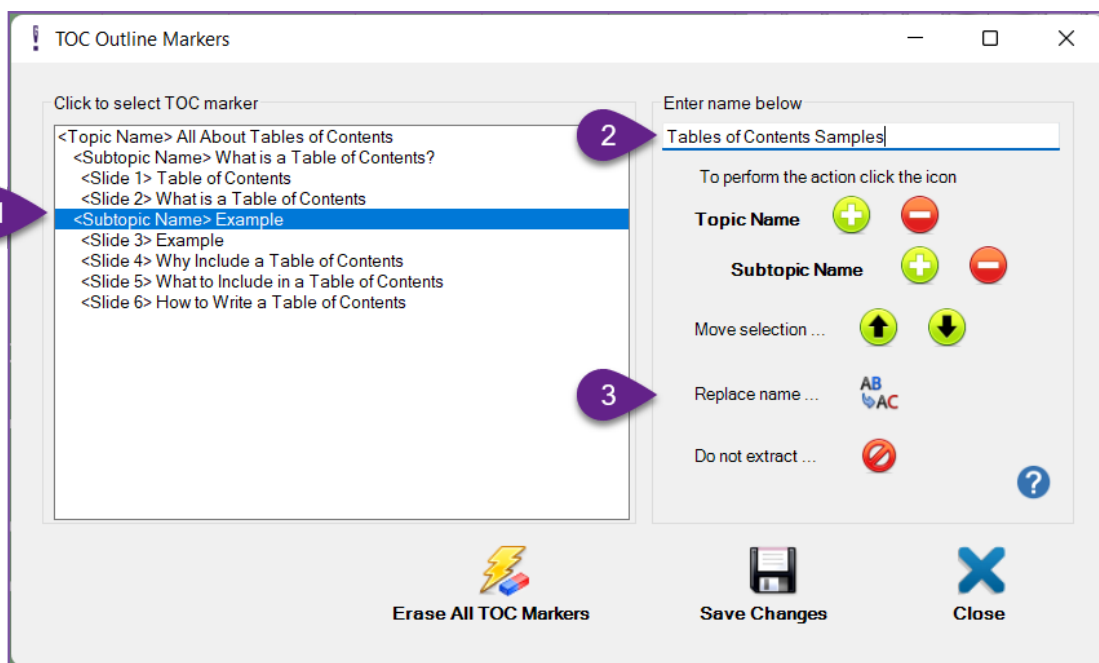
You will see you your new name
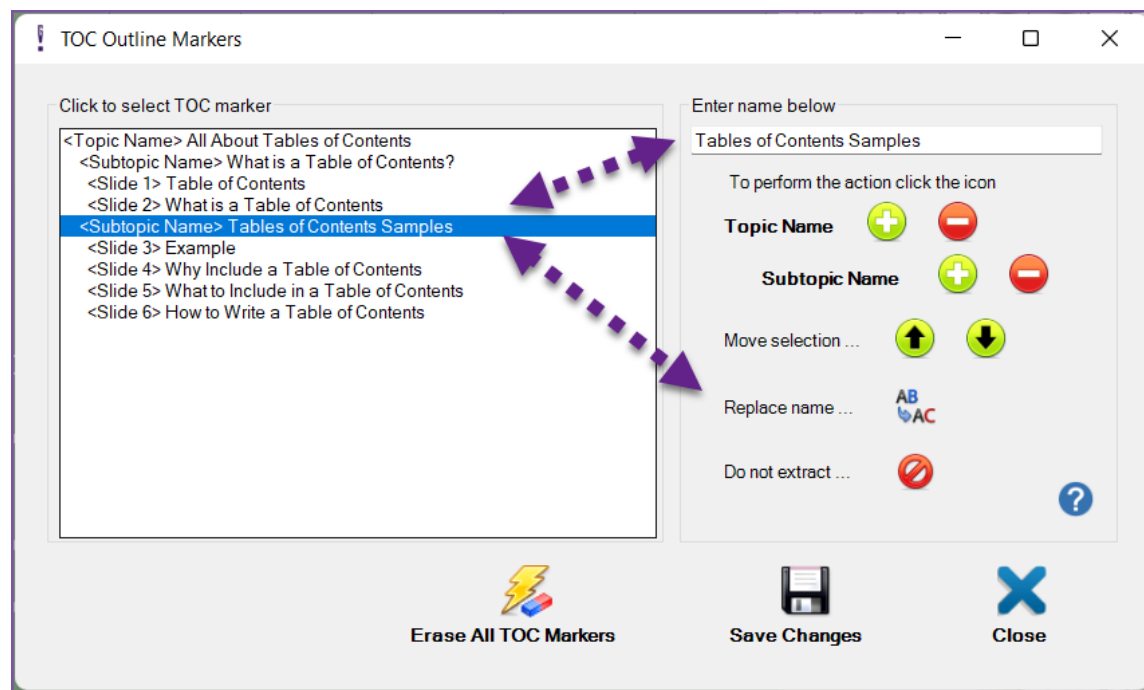
How to Add Table of Contents Markers to a PowerPoint File, continued

<table>
<tr>
<td>6</td>
<td>

To add a New Topic

1. **Select the slide** that starts the new topic

2. **Type in** a topic name

3. Click **the PLUS sign** next to **New Topic**

</td>
</tr>
</table>
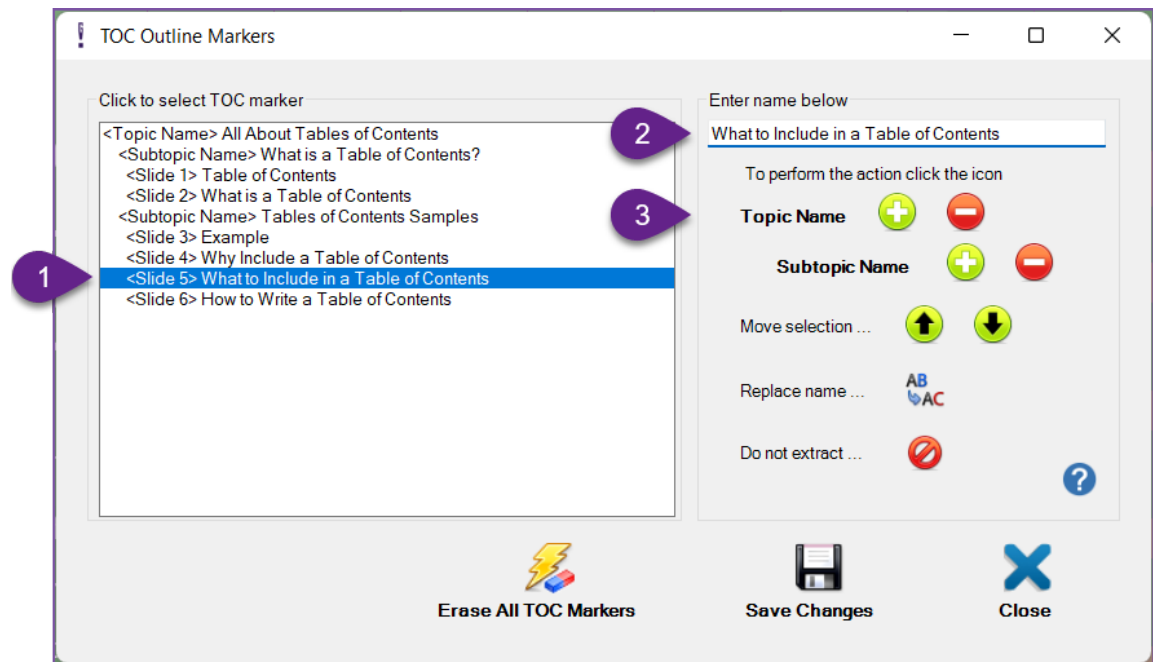
You will see your New Topic and a placeholder for a new subtopic
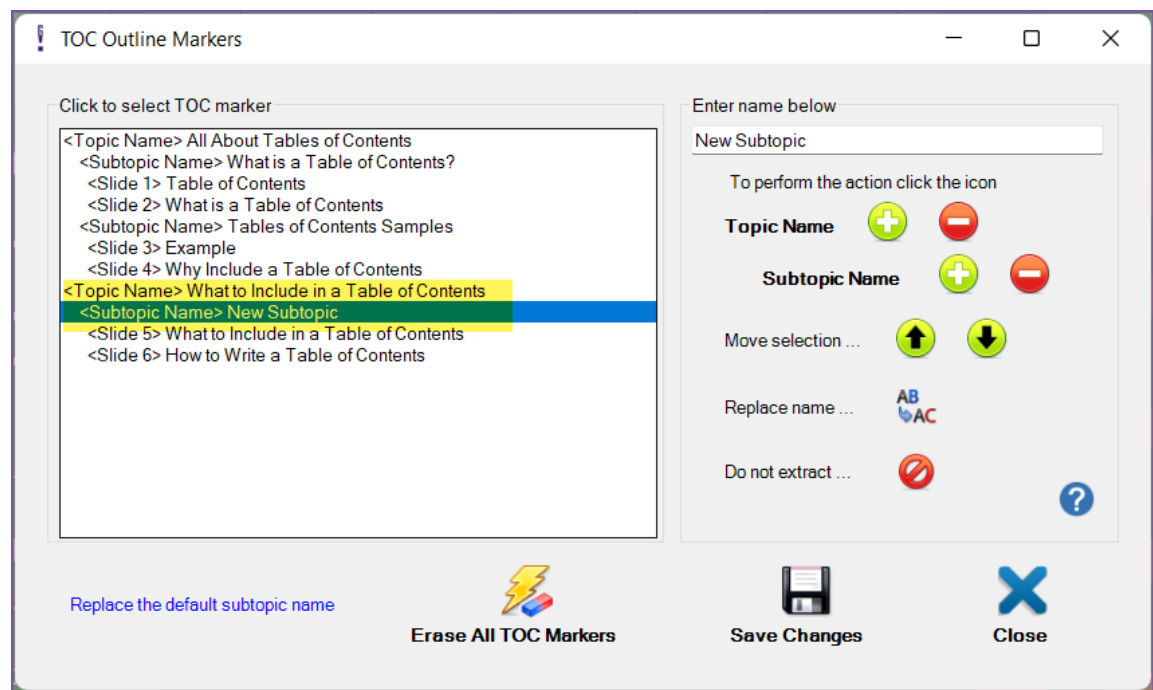
How to Add Table of Contents Markers to a PowerPoint File, continued

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Next, update the name of your New Subtopic

1. In the left side of the dialog box: Click on **New Subtopic**

2. In the right side of the dialog: **Type over** New Subtopic with the name of your first subtopic

3. Click **AB-AC** next to **Replace name**
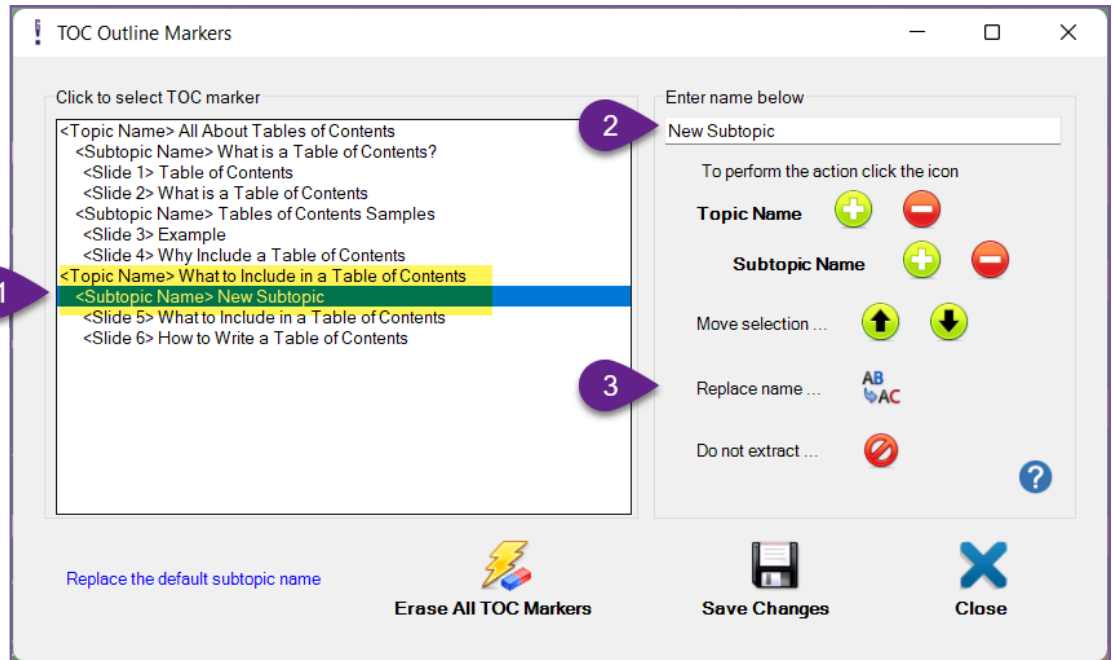
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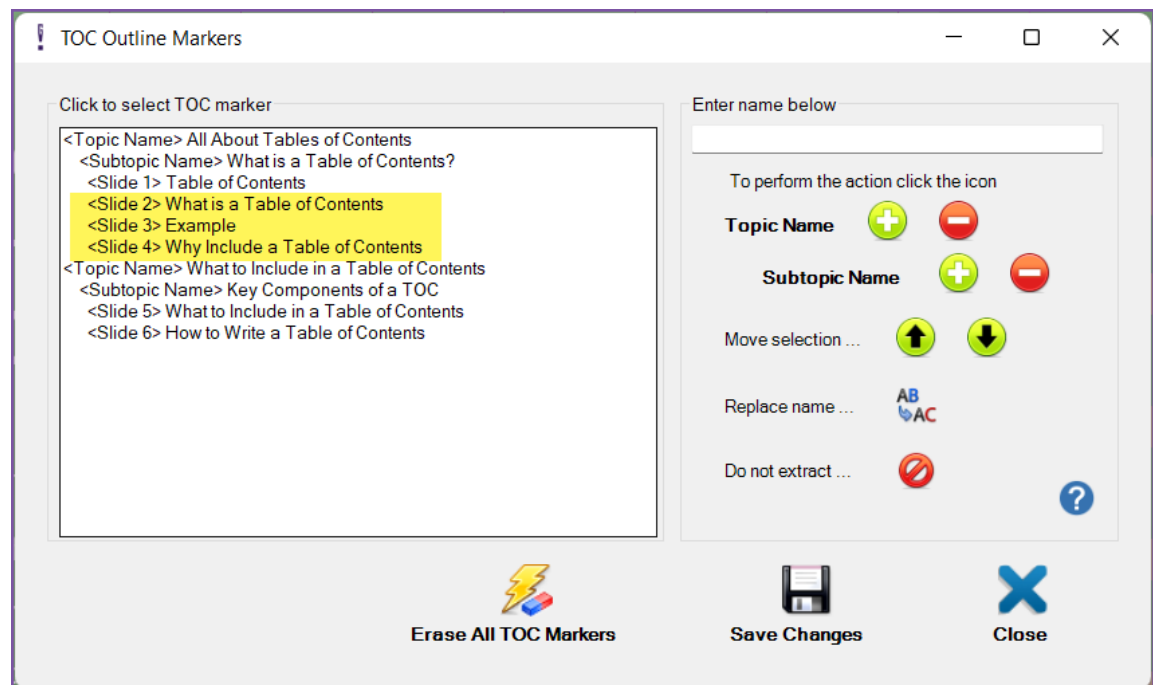# How to Add Table of Contents Markers to a PowerPoint File, continued

How to REMOVE a Topic or Subtopic

1. **Select** the Topic or Subtopic to Remove

2. Click the **Negative sign** next to **Topic Name** or **Subtopic Name**
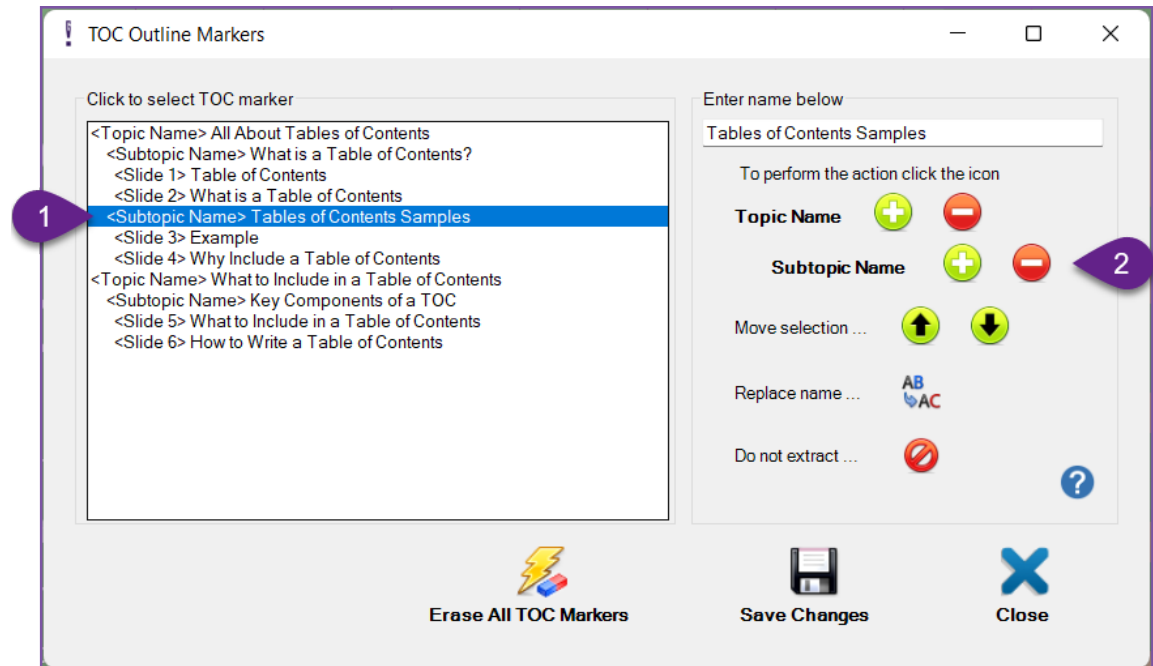
Your Topic or Subtopic will be removed from the list in the left side of the dialog box

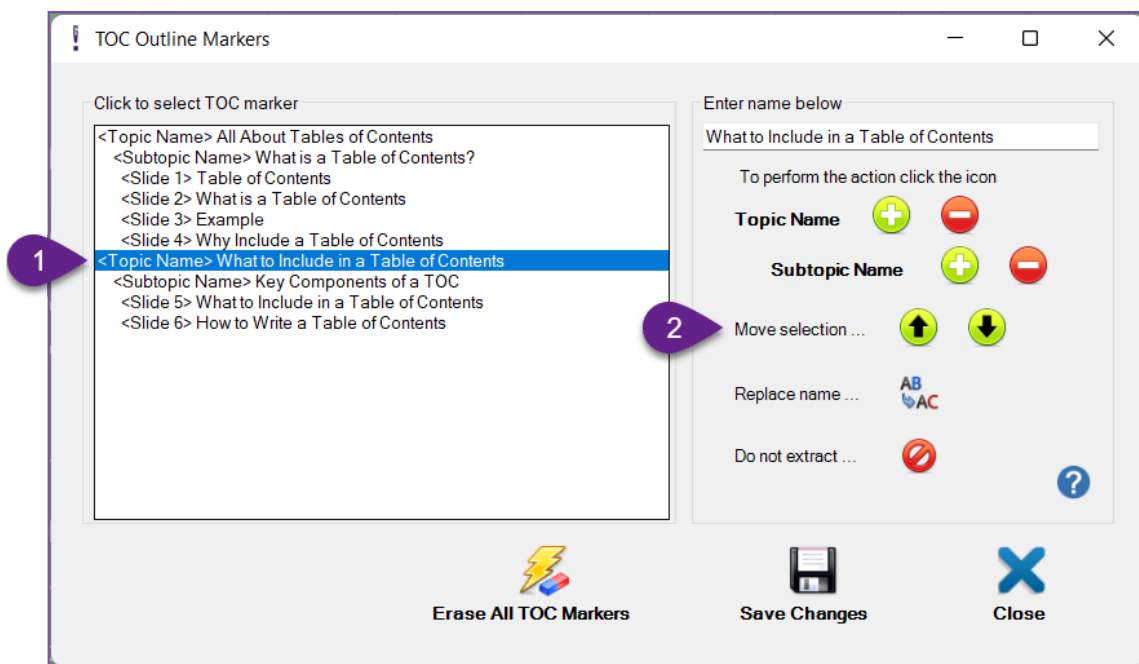# How to Add Table of Contents Markers to a PowerPoint File, continued

How to Move a Topic or Subtopic name to associate it with a different slide

1. **Select** the Topic or Subtopic you want to move
2. Click the **Up or Down Arrow** next to **Move Selection**
   a. Click as many times as needed to move to the position you need

NOTE:

- This function only moves the Topic or Subtopic name.
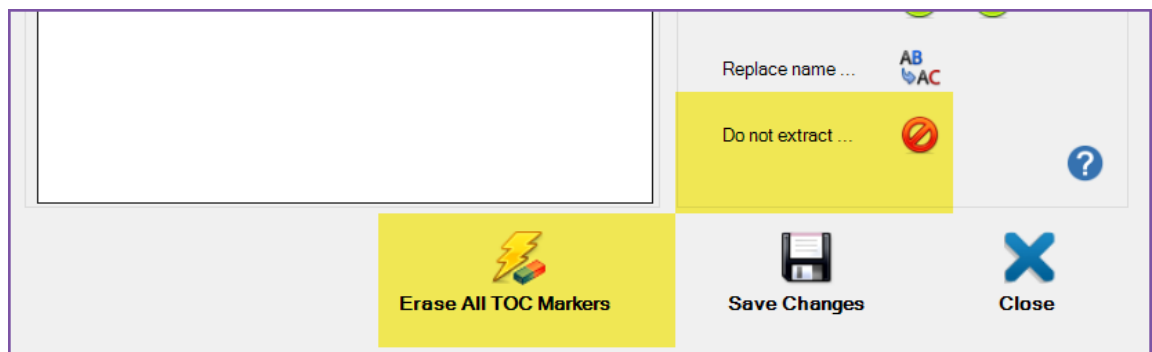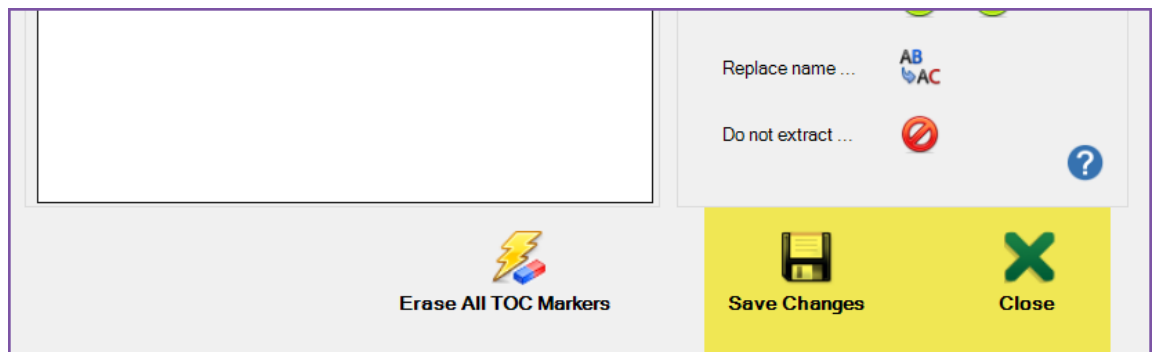- It does not move the slide.

Additional Options before you Save your Work

- If you have slides you do not want to include in your document:
    - Click the **Red Slash symbol** next to **Do not extract**
- If you want to remove all of the TOC markers:
    - Click **Erase All TOC Markers**

When you have your TOC markers the way you need them:

1. Click **Save Changes**
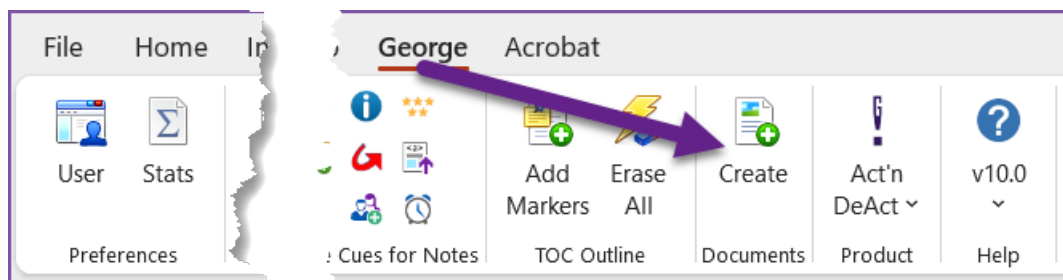2. Click **the blue X** to close the dialog box

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How to Add Table of Contents Markers to a PowerPoint File, continued

To see your Table of Contents

- Click **Create** on the **george!** ribbon

  – Click **Create New**

  – Click **Continue** in the lower right corner of the Create dialog box

  – Your Table of Contents will be on the third page of your new document

NOTE:

- There is more that you can do with the Create function to produce your document just the way you need it

- Use the Create tutorial to learn more