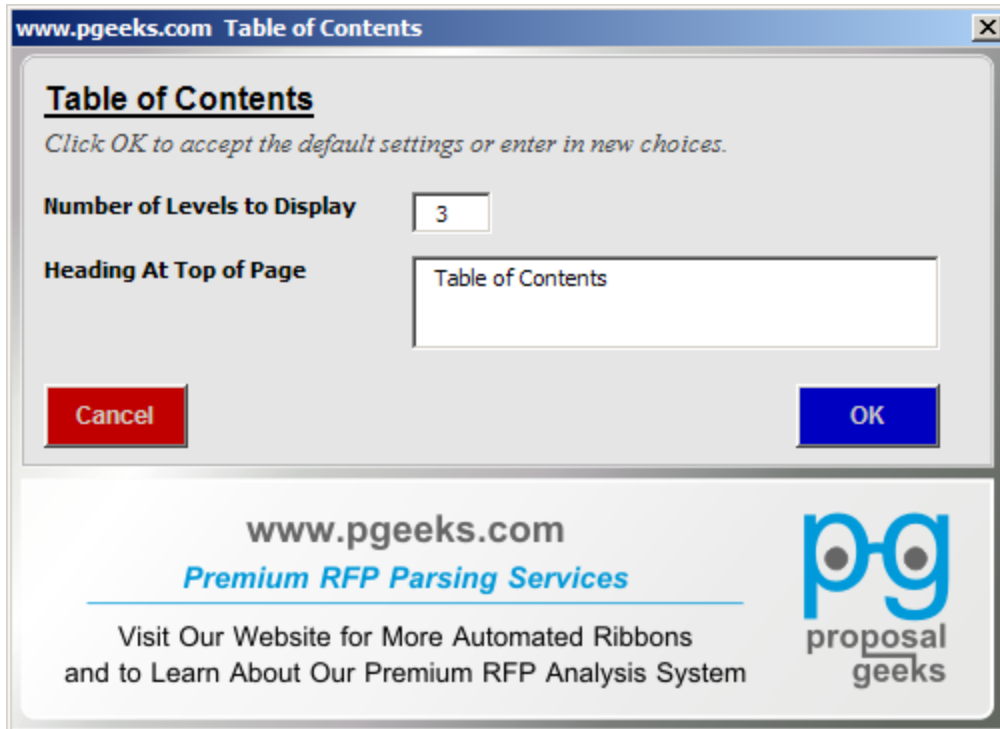
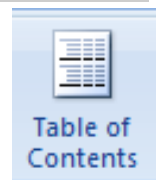


Running the Table of Contents

The “Table of Contents” command will create a preformatted Table of Contents at the top of the document. When you click Table of Contents command, the following



dialog box will appear.

By default, the Table of Contents (TOC) will run to the 3rd level of Headings. If you would like to run to a lower or higher level, you will need to change the number from 3 to the correct number for the level of headings you want to display. The TOC uses all the paragraphs with the Heading 1 through Heading 9 levels to create the TOC.

If you want a different heading for the Table of Contents, you can change it here or you can edit it after the Table of Contents runs.

Once you have the correct level heading set, click the OK command.

Your Table of Contents will be run for you.

TIP: Word uses a preset style for your Table of Contents. Just like any style, you can adjust the spacing, second line indents, right indents, etc. for these styles. If you click the “New Documents Based on This Style” when you modify the format, your template will also be updated for future use.