

Creating a Table of Contents Using Embedded Headings

1. Paginate your document so that each heading will have a correlating page number that will appear in the Table of Contents.
2. Place a paragraph mark after each heading, whether it be a main heading or a subheading, so Word will know where the heading ends.
3. Apply the built-in heading styles to each of your headings throughout the paper. You can view these headings by going to the **FORMAT** menu and selecting **STYLE**. Select the heading 1-9 (you may include up to 9 in your document).
4. You can modify a heading by:
 - a. Format a heading in your paper using the format toolbar options.
 - b. Highlight the heading.
 - c. From the **FORMAT** menu, select **STYLE**.
 - d. Select the heading that you want to reformat in the **Styles** window.
 - e. Click the **MODIFY** button.
 - f. Use the various formatting tools in the **MODIFY STYLE** window to fit the format you want to create.
 - g. Check the **ADD TO TEMPLATE** and **AUTOMATICALLY UPDATE** boxes at the bottom of the window.
 - h. Click **OK** and **CLOSE** to return to your document.
5. Click where you would like to insert the Table of Contents.

6. On the INSERT menu, select INDEX AND TABLES. Then click the TABLE OF CONTENTS tab. Once you have made sure all of the settings are correct for your document, click the OK button.