How to Insert and Format a Table of Contents

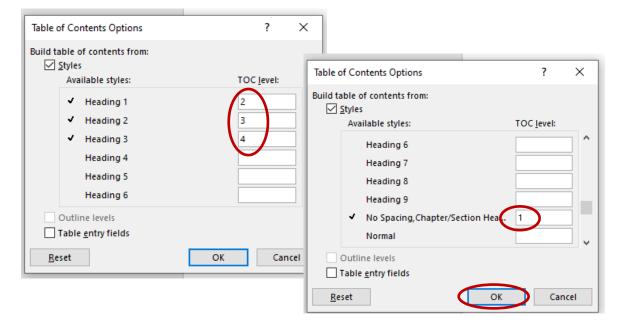
To insert and correctly format a table of contents, once you have correctly placed the headings in, click References, and then click Custom Table of Contents.

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Then click Options.

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To modify Table of Contents, modify the Styles under the Available styles list so that Heading 1 is TOC level 2, Heading 2 is TOC level 3, Heading 3 is TOC level 4, and No Spacing, Chapter/Section Heading is level 1.



Then, hit OK. You have set up your Table of Contents.