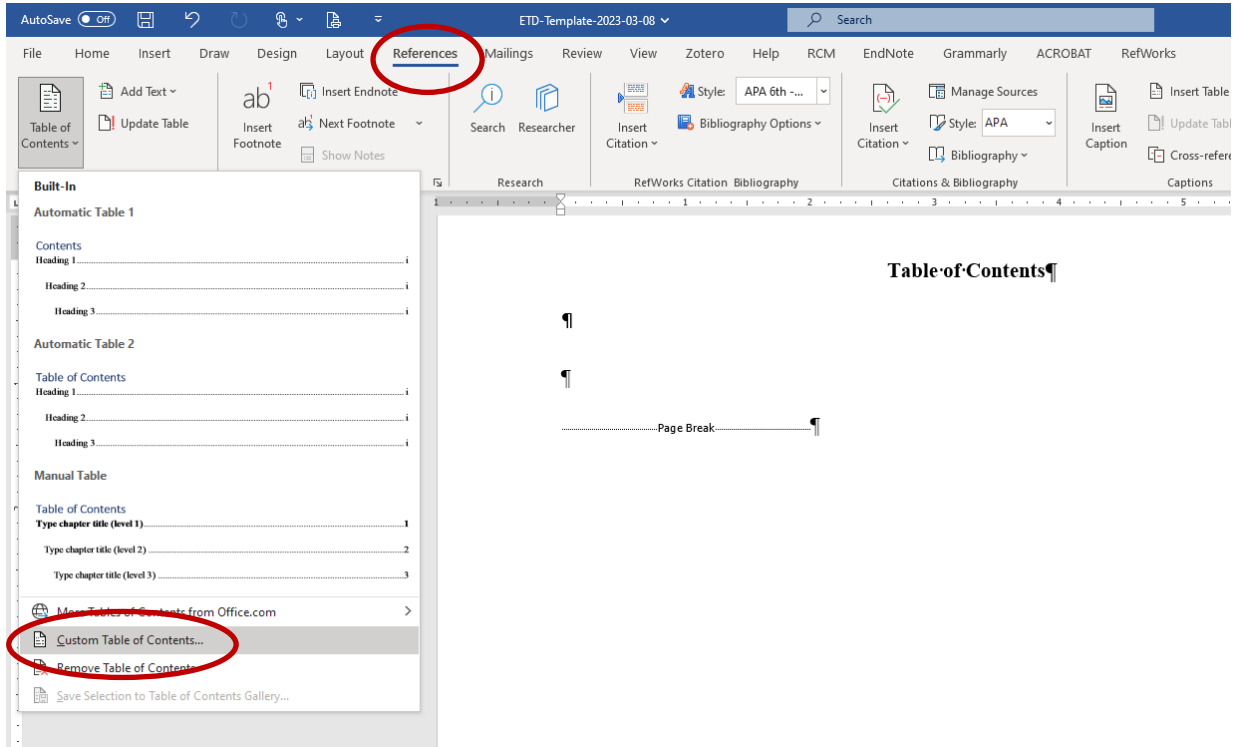
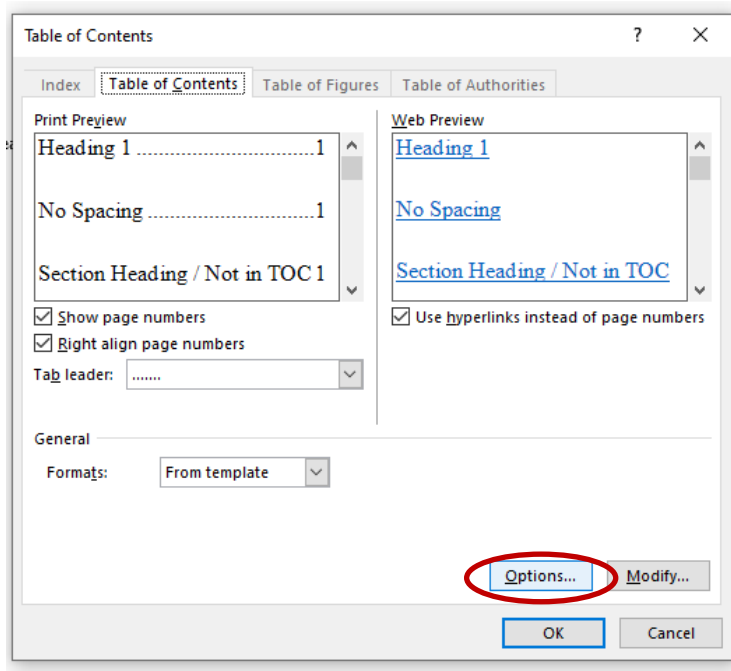


## How to Insert and Format a Table of Contents

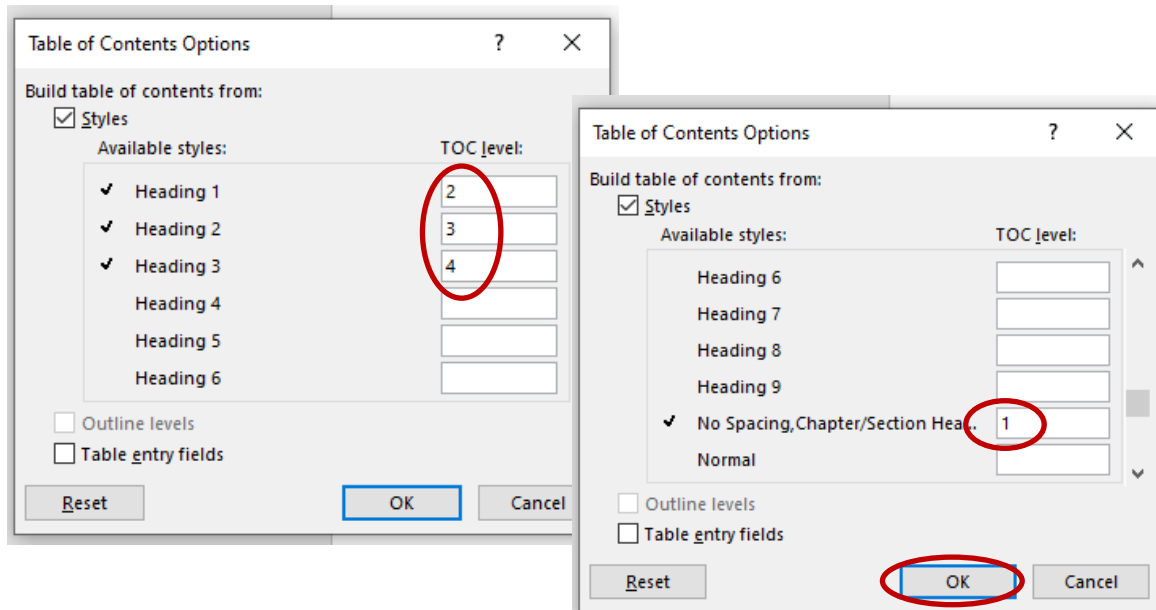
To insert and correctly format a table of contents, once you have correctly placed the headings in, click References, and then click Custom Table of Contents.



Then click Options.



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.