DON'T KNOW HOW TO ADD THE ENTRIES TO THE TABLE OF CONTENTS?

Here is how it is done!

If you created an automated Table of Contents:

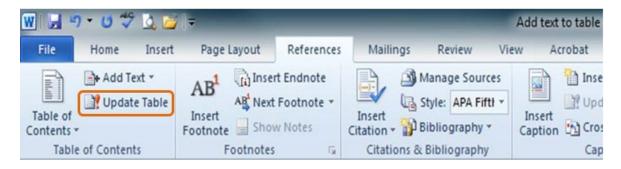
- 1. Select the page header on the page you wish to add to the table of contents.
- 2. On the **Reference** tab, locate the section labelled **Table of Contents**



3. In this section, click on drop down menu labelled Add Text and select Level 1

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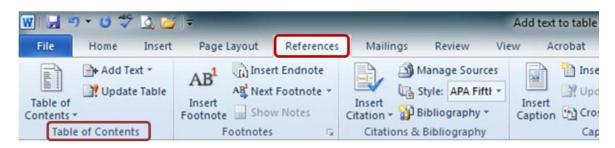
4. Click on Update Table



5. Fix the formatting of the entry as needed.

If you created your Table of Contents manually, it must be updated manually:

1. Click on the References tab and find the section labeled Table of Contents



2. From the drop down menu labelled Add Text select Level 1

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- 3. Place the cursor on the document where you wish to add the text (entry)
- 4. Manually type in the page header and page number

Table of Contents

Add entries and page numbers for front matter here.

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MORE INFORMATION ON USING A TABLE OF CONTENTS IN MS WORD

For more information on working with a table of contents, see one of the links below:

- How to create tables of contents automatically
- Update your Table of Contents
- Insert a Table of Contents
- Format or Customize a Table of Contents