APSU Writing Center
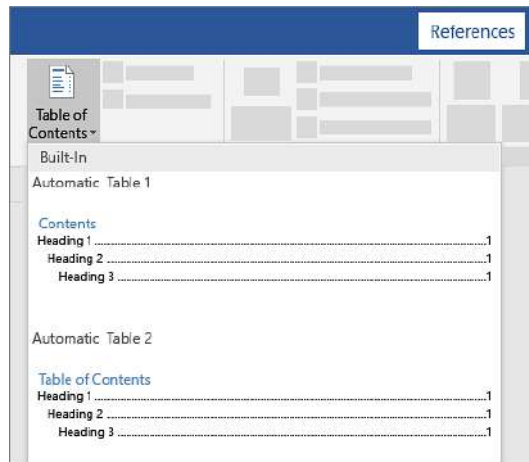
How to Insert a Table of Contents

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- Put your cursor where you want to add the table of contents.
- Go to **References > Table of Contents**. and choose an automatic style.

- If you make changes to your document that affect the table of contents, update the table of contents by right-clicking the table of contents and choosing **Update Field.**
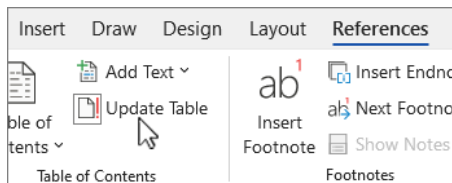
If you have missing entries

- Missing entries often happen because headings aren't formatted as headings.
- For each heading that you want in the table of contents, select the heading text.
- Go to **Home > Styles,** and then choose **Heading 1.**

- Update your table of contents.

Update a table of contents

- On the **References** tab, select   **Update Table**.

- Select one of the following:
- **Update page numbers only**   This only updates the pages that the headings are on, and ignores any changes to the heading text.
- **Update entire table**   This will reflect any updates to the heading text, as well as any page changes.