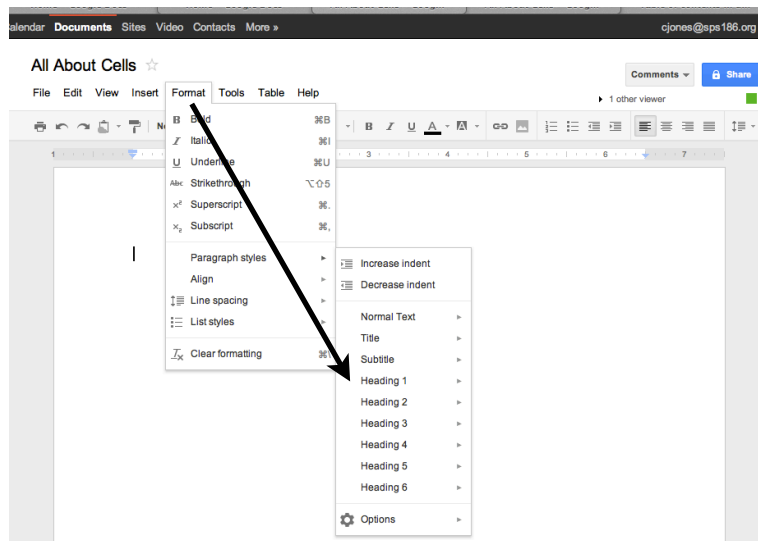


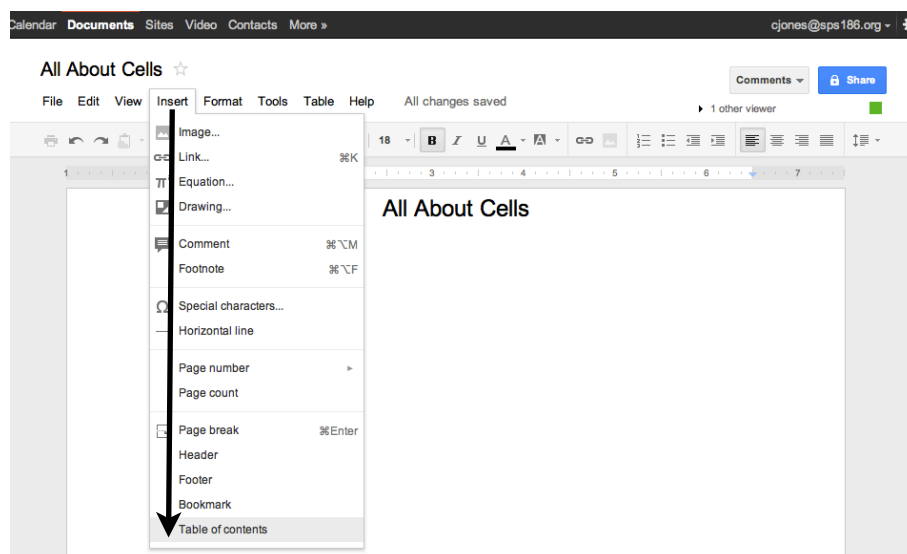
How to Create a Table of Contents in a Google Doc

Has anyone ever shared with you a Google Doc that was very long and contained multiple pages so you had to scroll and scroll and scroll and then scroll some more to find the part of the document you were looking for? **Try using a Table of Contents.** A Table of Contents in Google helps you organize your document into sections by heading and provides a Table of Contents that lets you quickly click and link to a specific part of the document. It saves a lot of time scrolling around looking for things in the document... Here is how you create a 'linked' Table of Contents in Google...

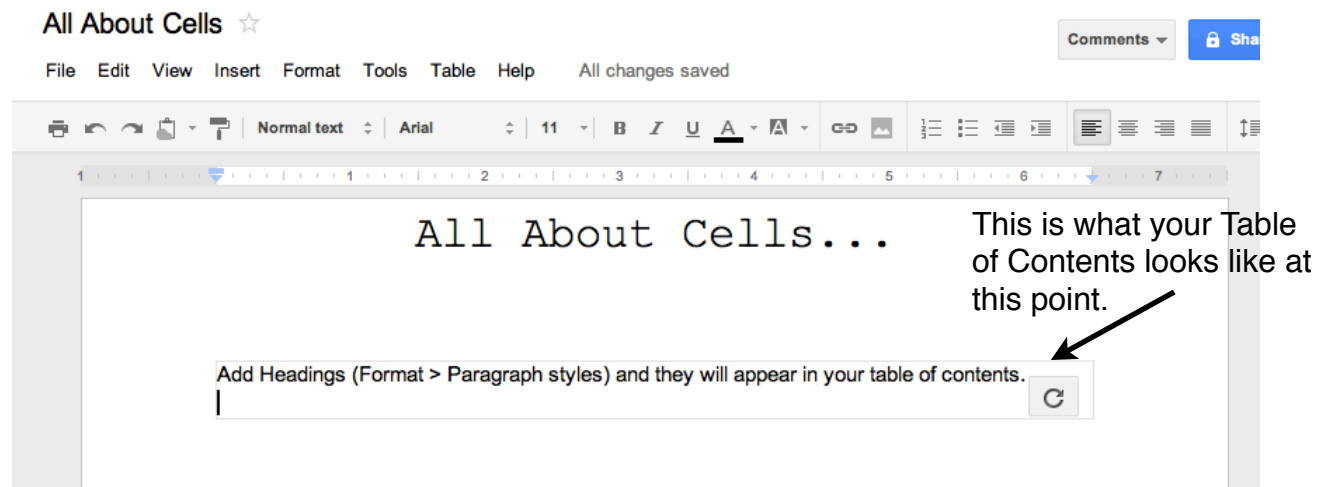
1. Create a new Google Doc. Don't forget to change the name of your document from Untitled :)
2. Go to Format and choose a Heading that you will use for the categories in your document. You have 6 Heading Styles from which to choose.



3. Now let's insert the Table of Contents... Go to File and Insert and choose Table of Contents.



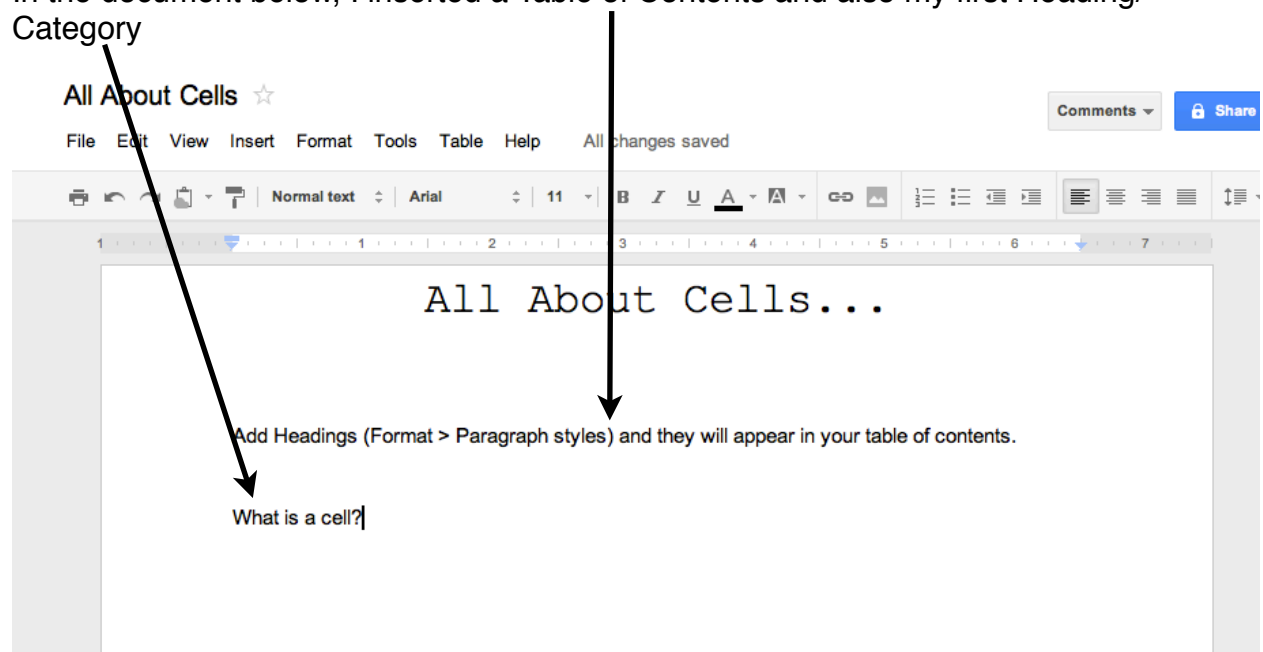
4. At this point you might be saying... It sure doesn't look like it inserted a Table of Contents... but it did... You will add the categories for the Table of Contents as you create your document and they will automatically "Fill" into your Table of Contents.



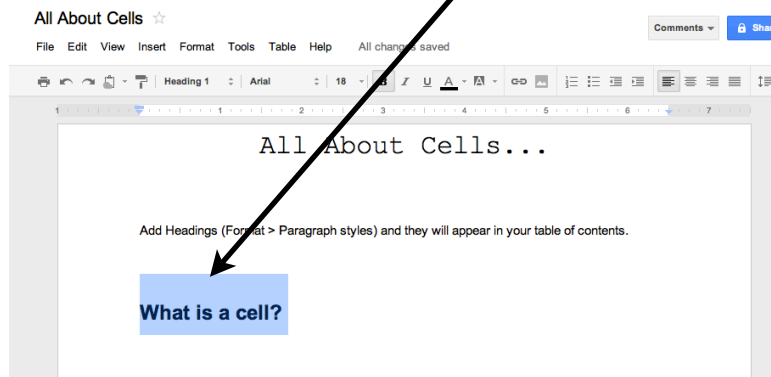
5. Now, every time you type the title of a category, make sure you highlight the text and go back to Format and choose the correct heading (the one you chose at the beginning of these directions) The category titles will appear in your Table of Contents when you click the "Refresh" button.

Here's an example...

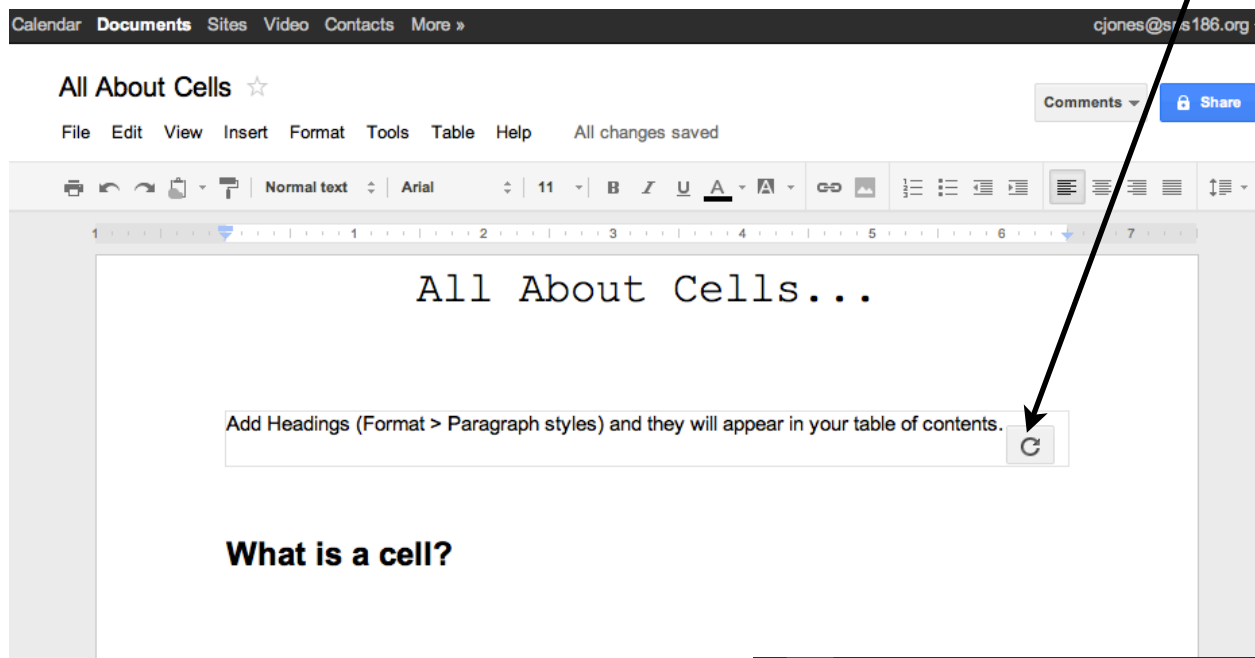
In the document below, I inserted a Table of Contents and also my first Heading/Category



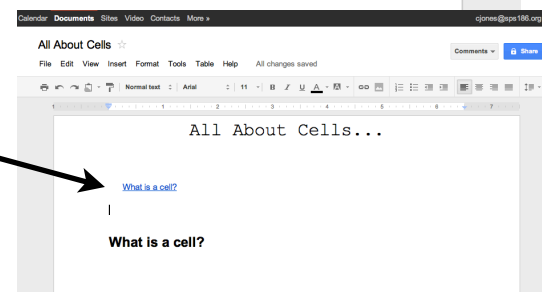
6. You can see I added a category titled - "What is a Cell?" However, I need to highlight it, then go to Format and choose the correct Heading. I will do that now.



7. So I formatted the heading, but I still don't see it in my Table of Contents... Now, click on the Refresh button and Voila... Your first category is now part of your Table of Contents...



8. You can continue to Add Category Titles to your document -- Make sure to choose the same heading style and make sure to click on the Refresh Button and the Category Titles will appear in your Table of Contents. It's as easy as that :)



9. Continue to add as many categories as you need. You can change the spacing of the Table of Contents, add numbers, etc... as seen below...

