How To: Create a Clickable Table of Contents (TOC)

Creating Clickable Table of Content for Word (PC)

1. First page should be a blank page to insert Table of Content



2. Highlight 1st section heading (should be consistent with Section 1, Section 2, etc.)



3. Under Styles at the top (when you are on the Home window in Word), click on Heading 1 (do this for each section heading. If subheadings, click on Heading 2 for the subheading, though should restrict to only one subheading to make it easier)



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4. After all sections have been designated with a Heading style, Go back up to first (blank) page

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5. Click on the References window in Word



6. Click on Table of Content (on the far left) and select the Automatic Table 2 selection

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8. To see the navigational window pane on the left, click on View and then click on Navigational Pane – you can then click on items in the Navigational Pane to move through the document



Creating Clickable Table of Content for Word (MAC)

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After all sections have been designated with a Heading style, Go back up to first (blank) page

Click on REFERENCES at the top, then select Table of Contents



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Click on Classic on the left and then select OK

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