## You

I it best to put a contents of sections in a Medium story/article or best to leave it out and let the reader navigate themselves?

## Copilot

When writing a Medium story or article, including a table of contents (TOC) can enhance readability and guide readers through your content. Here are some considerations:

1. **Benefits of Including a TOC:**
   * **Navigation:** A TOC helps readers quickly find specific sections, especially in longer articles.
   * **Structure:** It provides an overview of your content's organization.
   * **Engagement:** A well-structured TOC encourages readers to explore further.
2. **When to Use a TOC:**
   * **Long Articles:** For lengthy pieces, a TOC is valuable to prevent readers from feeling overwhelmed.
   * **Multiple Sections:** If your article has distinct sections (e.g., introduction, body, conclusion), a TOC is helpful.
   * **Technical or In-Depth Content:** Complex topics benefit from clear navigation.
3. **How to Create a TOC:**
   * **Manual Approach:** Add a TOC at the beginning of your article, listing section titles and linking to each section.
   * **Medium's Automatic TOC:** Medium generates a TOC automatically if you use headers (H1, H2, etc.) consistently. Readers can click on section titles to jump directly to that part.
4. **Best Practices:**
   * **Concise Titles:** Keep section titles brief and descriptive.
   * **Order:** Arrange sections logically (e.g., introduction first, followed by body, and conclusion).
   * **Formatting:** Use consistent styling for headers (e.g., font size, bold) to make them stand out.

Remember that a TOC is optional, but it can enhance the reader's experience. Consider your audience and the complexity of your content when deciding whether to include one1 2. Happy writing! 😊

Learn more:

1. [Medium Course - Ultimate Guide to Formatting and Design](https://mediumcourse.com/the-ultimate-guide-to-medium-article-formatting-and-design/)
2. [Mint Miller Writes – Ultimate Guide to better Writing on Medium](https://www.mintmillerwrites.com/the-ultimate-guide-to-better-writing-on-medium/)
3. [Medium - Ten tips from Creators who know best](https://medium.com/creators-hub/ten-medium-tips-from-the-creators-who-know-best-23f821c552b9)
4. [Medium Help - Best Practices for Journalism](https://help.medium.com/hc/en-us/articles/360003187253-Best-practices-for-journalism-on-Medium)
5. [Free Code Camp - Style Guide for writing on Medium](https://www.freecodecamp.org/news/a-style-guide-for-writing-on-medium-fcbad27492ea/)