

Table of Content

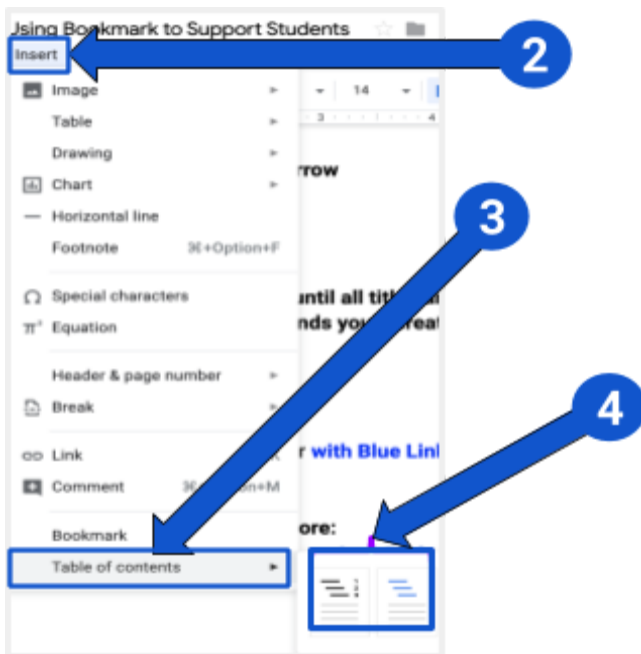
Students quickly Navigate the Doc, Minimizes Distractions, Big Timesaver

Create a Table of Contents

1. Type **Heading Sections**
2. Highlight **Title Text**
3. Click **Normal Text Down Arrow**
4. Select **Heading 1, 2 or 3**



Repeat above steps until all titles are typed on a page of its own
Now like magic create a **Clickable Table of Contents**



1. Go to **top of the Doc**
2. In Docs Toolbar **Click Insert**
3. Select **Table of Contents**
4. Pick **with Page Numbers** or **with Blue Links**

Click the below template to explore a sample:
[Book Club Effective Discussion Roles Template](#)

TIPS for Success:

- Bottom of each page add text link to Table of Content
- Add a **Bookmark** Title to Table of Contents
 - Easy way to obtain a link to Table of Contents

Learn more about Creating Table of Contents from the following
Google Docs Editor Help Center Resource:
[Add a title, heading, or table of contents in a document](#)

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