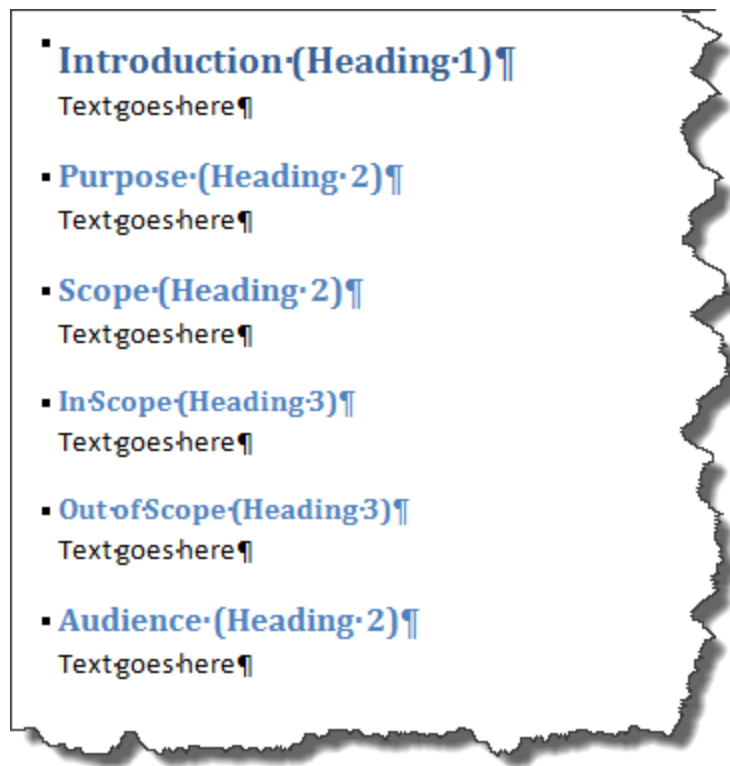


Create an automatic INDEX

Step 1: Set up your document

You need to use hierarchical heading styles for your headings and subheadings.

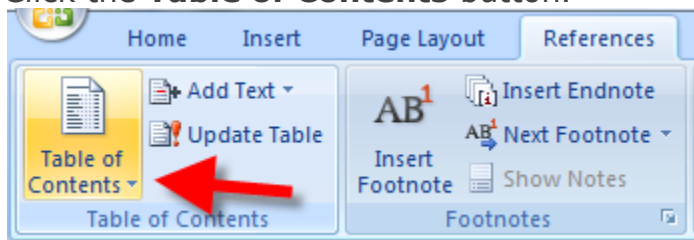
1. Start a new document.
2. Press **Enter** a few times to create some space for the TOC.
3. Add some headings and some text.
4. Apply Word's default Heading 1, 2, and 3 styles to the headings.



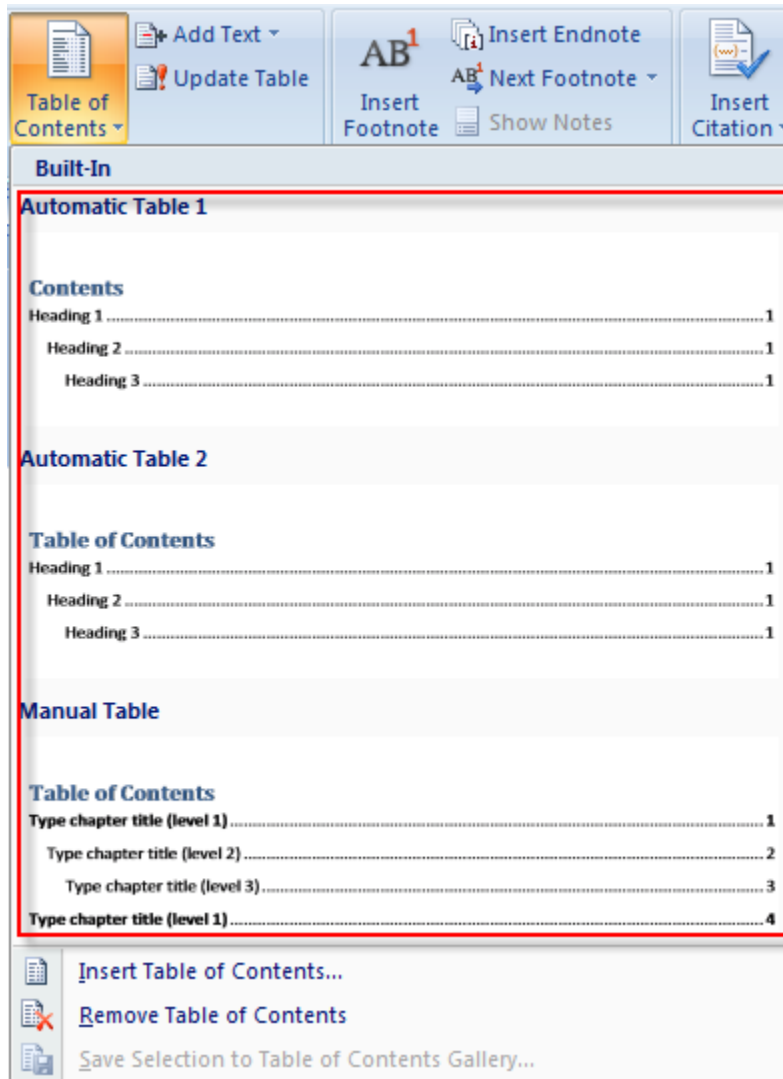
Step 2: Insert a default Table of Contents

1. Click in the empty space you created at the beginning of the document.
2. Go to the **References** tab > **Table of Contents** group.

3. Click the **Table of Contents** button.



4. Select one of Word's built-in TOCs from the list.



5. Your Table of Contents is inserted.

Table of Contents	
Introduction (Heading 1)	2
Purpose (Heading 2)	2
Scope (Heading 2)	2
In-Scope (Heading 3)	2
Out-of-Scope (Heading 3)	2
Audience (Heading 2)	2
Requirements (Heading 1)	3

Step 3: Update the TOC

After you add more content to the document or shift content around, you'll need to update the TOC to reflect the revised page numbering and the new or deleted headings. There are several methods you can use to update the TOC — choose the one that best suits the way you work:

- Click anywhere in the TOC, then press **F9**.
- Go to the **References** tab > **Table of Contents** group, then click **Update Table**.
- Click in the built-in TOC, then click **Update Table** (this only works for built-in TOCs, not a TOC you create yourself).

No matter which method you use, you'll be asked if you want to update just the page numbers only or the entire table. The safest option is **Entire Table** — this updates both the page numbers AND adds or removes headings to reflect the current headings used.

