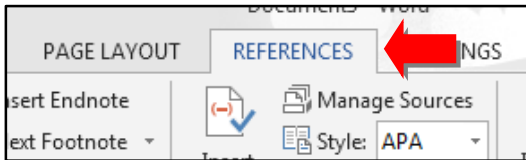
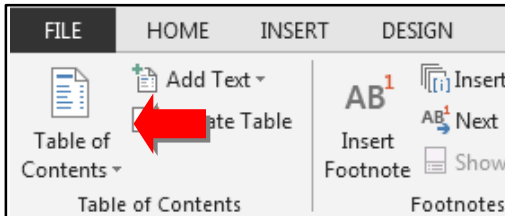


## Inserting a Table of Contents

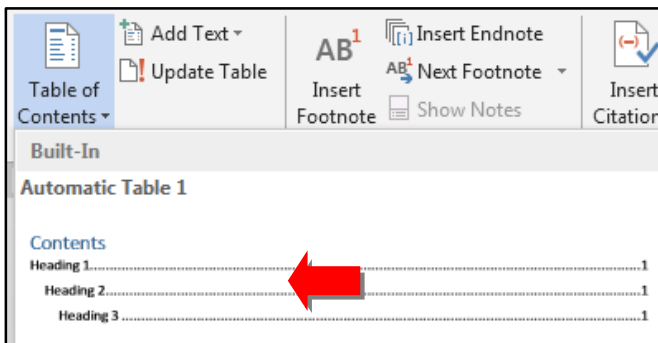
1. Select the **References** tab.



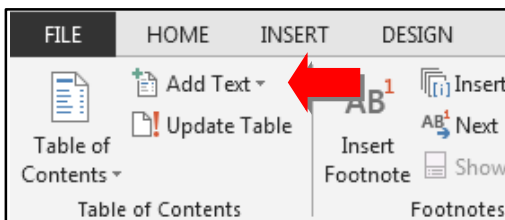
2. Select **Table of Contents**.



3. Select a table of contents format from the list.



4. The table of contents template will appear in your document.
5. Highlight the text you want in the table of contents.
6. On the **References** tab, select **Add Text** and choose the appropriate level. Repeat for all other items to add to the table of contents.



7. Return to the table of contents and click on **Update Table**.

