



CREATING A TABLE OF CONTENTS

In order to make it easier for readers to find specific stories in a multiple page publication, it is a good idea to use a Table of Contents. A Table of Contents can be created manually or by using the Design Gallery. The Design Gallery contains a wide selection of table of contents styles that can be added easily to a publication. Once a Table of Contents has been added to a publication, it is possible to add descriptive text and correct page numbers.

Using the Design Gallery to Create a Table of Contents

- † Click the page where the **Table of Contents** is to be inserted.
- † Click the **Design Gallery Object** button on the **Objects** toolbar (see illustration at right). 
- † The **Design Gallery** window will display.
- † In the list of categories on the left side of the window, click the **Table of Contents** style.
- † Choose the desired **Table of Contents** style from the gallery of styles that appears.
- † Click the **Insert Object** button.
- † If necessary, move the **Table of Contents** to its proper location.
- † Select text in the table and make any necessary changes.

Creating a Table of Contents Manually

- † Click the **Text Box Tool** button on the **Objects** toolbar (see illustration at right). 
- † Drag the pointer to create a frame where the **Table of Contents** is to be inserted.
- † Type a heading, such as Table of Contents, in the text frame.
- † Continue typing lines of text, pressing Tab to insert the page number.
- † Click **Format** on the **Menu Bar** and then click **Tabs**.
- † Change the tab leaders, if necessary. Click the **Tab Settings** document on the **Publisher 2007** page of the **Training Web Site** to locate information on working with tabs.
- † Click **OK** to exit the dialog box.