

F. Generate a Linked Table of Contents for Longer Documents

Explanation

For documents that are more than eight pages, a linked table of contents may be provided. Linked Table of Contents improves the navigation of your document by allowing individuals to skip to certain sections of document as desired. It is recognized that a linked table of contents

is not suitable for all document types (e.g., long press releases, short syllabus documents, etc.). However, whenever appropriate, include a linked table of contents for longer documents (more than eight pages).

Best Practice

It is a best practice to generate a table of contents when the document is finished. If a table of contents is generated before the document is finished, the document author will need to continually update the table of contents to reflect the changes in the document.

Steps to Generate a Linked Table of Contents:

See Figure 6

- 1) Place the cursor in the document where you want the table of contents to begin
- 2) Select the References tab
- 3) Select Table of Contents from the Table of Contents group
- 4) Select Insert Table of Contents...
- 5) Select your preferences for the table of contents, keeping the following in mind:
 - Tab leader: Set to dots. The dot leaders that appear from the topic title to the page number increase the readability and comprehension for all users. The dots are read as ellipses and are not bothersome for those using screen readers
 - Recommended to check the box "Show page numbers"
 - Recommended to check the box "Use hyperlinks instead of page numbers"
 - Select the number of heading levels desired in "Show levels"
 - Select the format of the Table of Contents in "Formats"
- 6) Select the Options... button (the Table of Contents Options dialog box opens)
- 7) Ensure "Styles" is selected
- 8) Select OK to close the Table of Contents Options dialog box
- 9) Select OK to close the Table of Contents dialog box