Creating a Table of Contents and List of Figures

Turn on your *Show/Hide* icon, located on the main toolbar under the *Home* tab. This will assist you to see where the Enters and Page/Section breaks appear.

1. Place your cursor before the heading 1. Introduction at the start of your Report and add a *Section Break* – located under *Layout > Breaks > Section Breaks > Next Page*.

2. This will create a new blank page which will contain your electronic *Table of Contents* – leave blank. Enter down a couple of times to create some space at the top of this page.

3. Go to Page 3 of your document (the start of your Report). Double click at the base of the page to open the *Footer*. Turn off *Link to Previous* in the *Header Footer Toolbar* in your main toolbar at the top of the page. *Same as Previous* will disappear from the Footer on this page.

4. Whilst still within the Footer, start your numbering on this page. *Insert Page Number* - it will start on Page 3. Then go to *Page Number/Format Page Numbers/Page Numbering/Start at 1/OK*. Numbering will now start at 1 and continue on each page of your report.
   a. To exit the Footer, double click anywhere outside of the Footer on your document.
5. **Table of Contents – create your Headings/Subheadings**
Highlight each of your Headings (eg 1.0 Introduction) and select Heading 1 from the Home Toolbar. Highlight each of your Subheadings (eg 1.1 Outline the purpose of the report) and select Heading 2 from the Home Toolbar.

6. **Add a Caption to your Image** (this will allow you to create an electronic List of Figures)
Insert your image into the Document (set text wrapping to Top & Bottom or preferred position to allow image to be moved easily).
Select the image and go to References > Insert Caption. Ensure Position is Above selected item. Type in the name of your image and save. This should sit centred above your image. Don’t forget to add your in-text reference below the image to show where the image was sourced from. See example below.

7. **Insert an electronic Table of Contents**
Place your curser on the blank page (Page 2) which you have already created and which follows the Title Page.
Go to the References Toolbar > Table of Contents > add.

8. When you add new pages and/or change a Heading in your document, you can automatically update the Table of Contents by clicking on the Table of Contents list and selecting Update Table.

9. **Insert a List of Figures**
Enter down a few spaces following the Table of Contents. Go to the Reference Toolbar > Insert Table of Figures. To update, right click on the Table of Figures and select Update Field.

Your Table of Contents and List of Figures should look similar to the above.