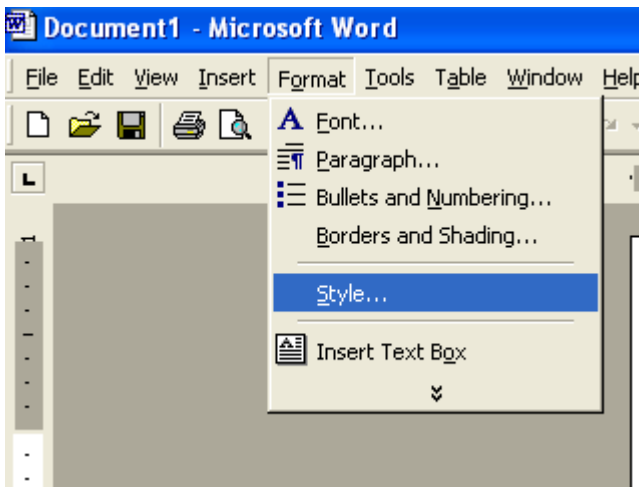


How to Generate a Table of Contents Automatically

Make sure that your country report is in one Word document. You may need to copy and paste to make this happen if you saved your work in multiple files. (Remember—Edit/Select All/Copy.)

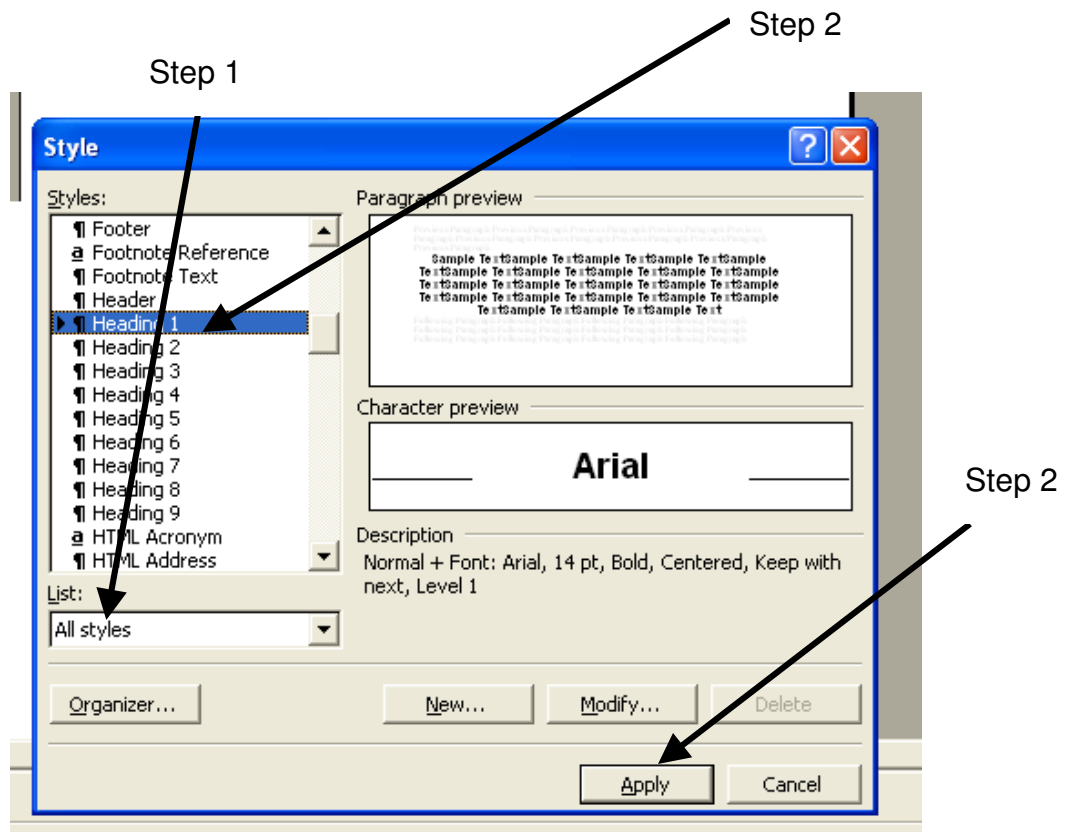
Go through your document page by page. Highlight the header on each page. Select Format/Style.



New-Zealand-Economy

's-economy-is-based-heavily-on-agriculture.

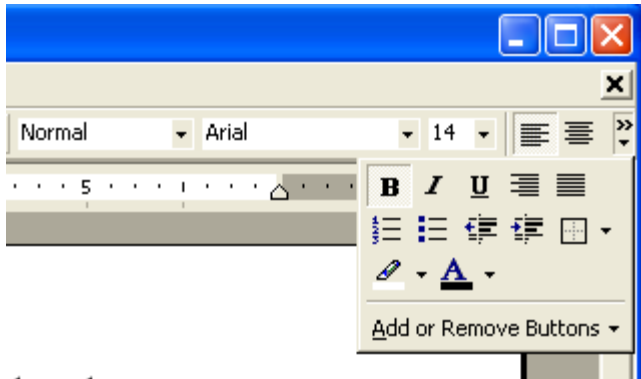
Check that “All Styles” is selected. Then select Heading 1. Select Apply.



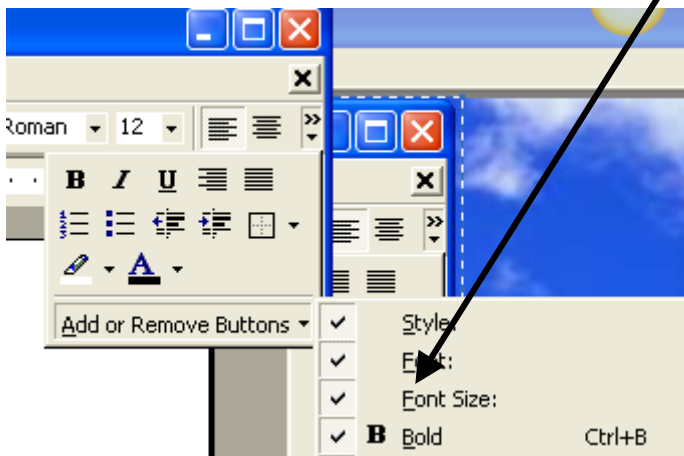
To make things quicker when you go through the remainder of your document, look for the Style box on the formatting toolbar:



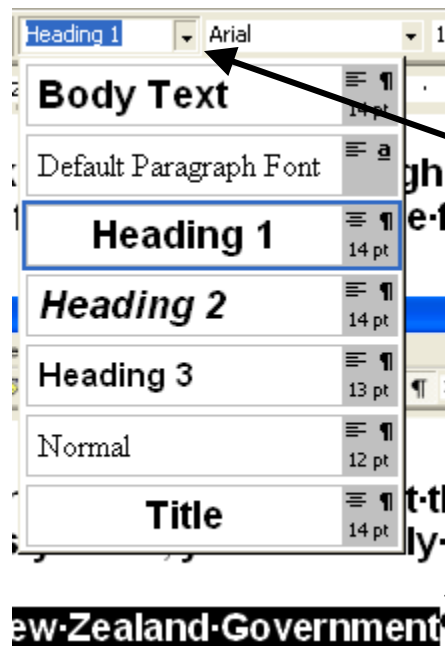
If you don't see the Style box, select "Add or Remove Buttons" from the tool bar and then select "Style".



Click here to add or remove buttons. Make sure the style box is checked.



If you highlight your heading and select the proper style (Heading 1) from the style box, you can easily change the style:



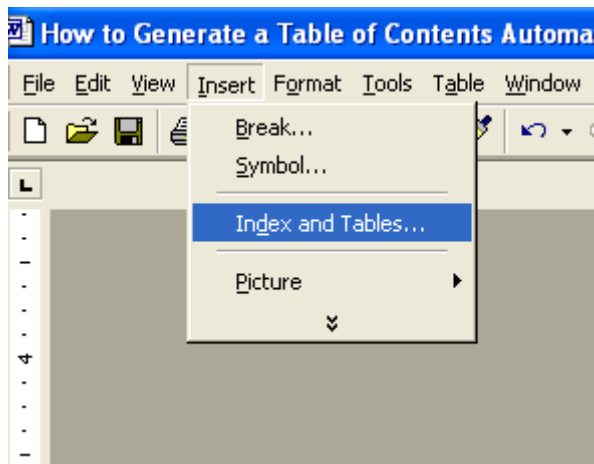
Highlight your text. Click the pull down button next to the style box. Select Heading1.

(We'll talk about what to do if you used Word Art and how to modify the Heading 1 style at the end of this document.)

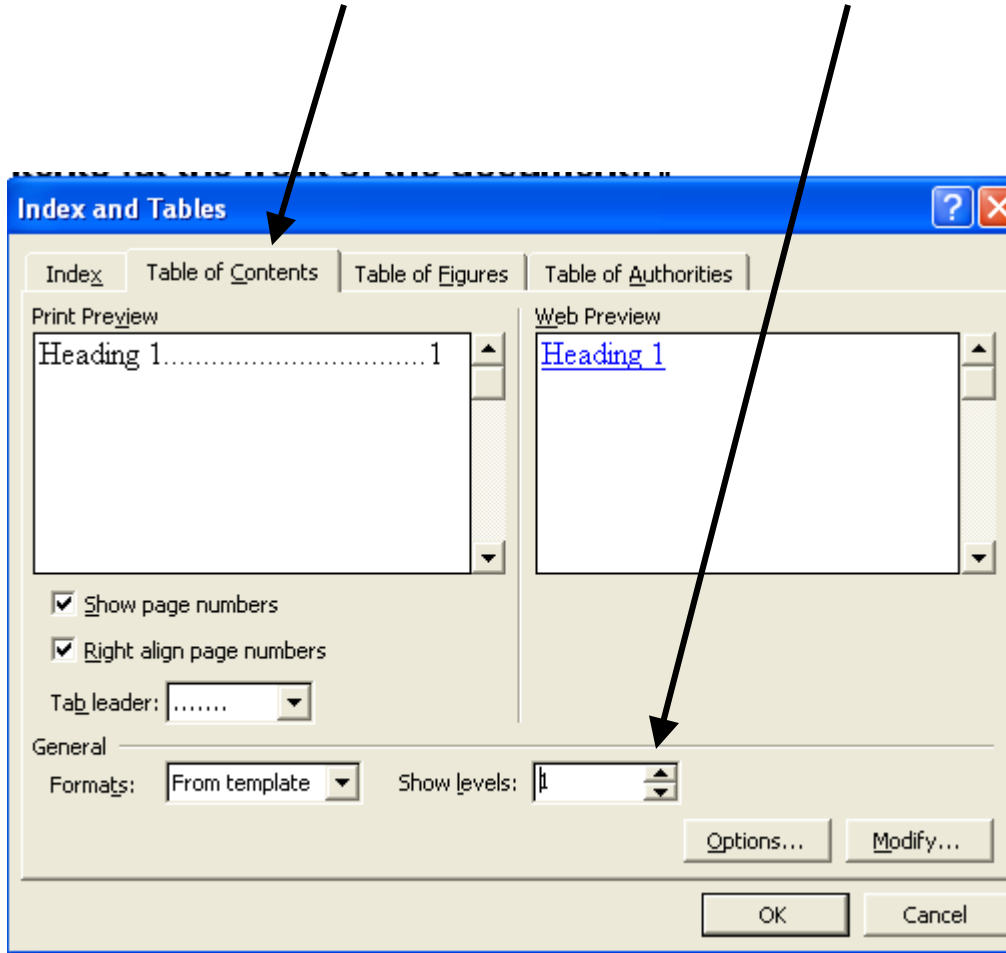
Repeat the previous step until you have changed the style of all your headings to Heading 1.

Go to the front of your document. Click in front of the header. Select Insert/Page Break. Type "Table of Contents". This is where you will put the Table of Contents (at the front of the document).

Select Insert/Index and Tables:



Select Table of Contents. Select “1” under Show Levels. Select OK.



Your table of contents should have been automatically generated:

Economy	→	2¶
Government	→	3¶
Cultural-Practices	→	4¶

You can change the font and size if you wish.

If you add another header or make a spelling correction, you can update your table of contents. For Word 2000 users, click to the left of the table of contents to highlight it and press the F9 button on the top row of your keyboard. This will automatically update your table of contents.

If you used Word Art to generate your headers, go through and retype the header on each page and change the style of the header to Heading1.



Repeat the other steps to generate your table of contents.

When you have generated your table of contents, highlight one heading again and select **Format/Style**. Choose **Modify**. Choose **Format/Font**. Change your font color to white. This will change the headers with the “Heading 1” format to white—you won’t see them.

