Adding table of contents

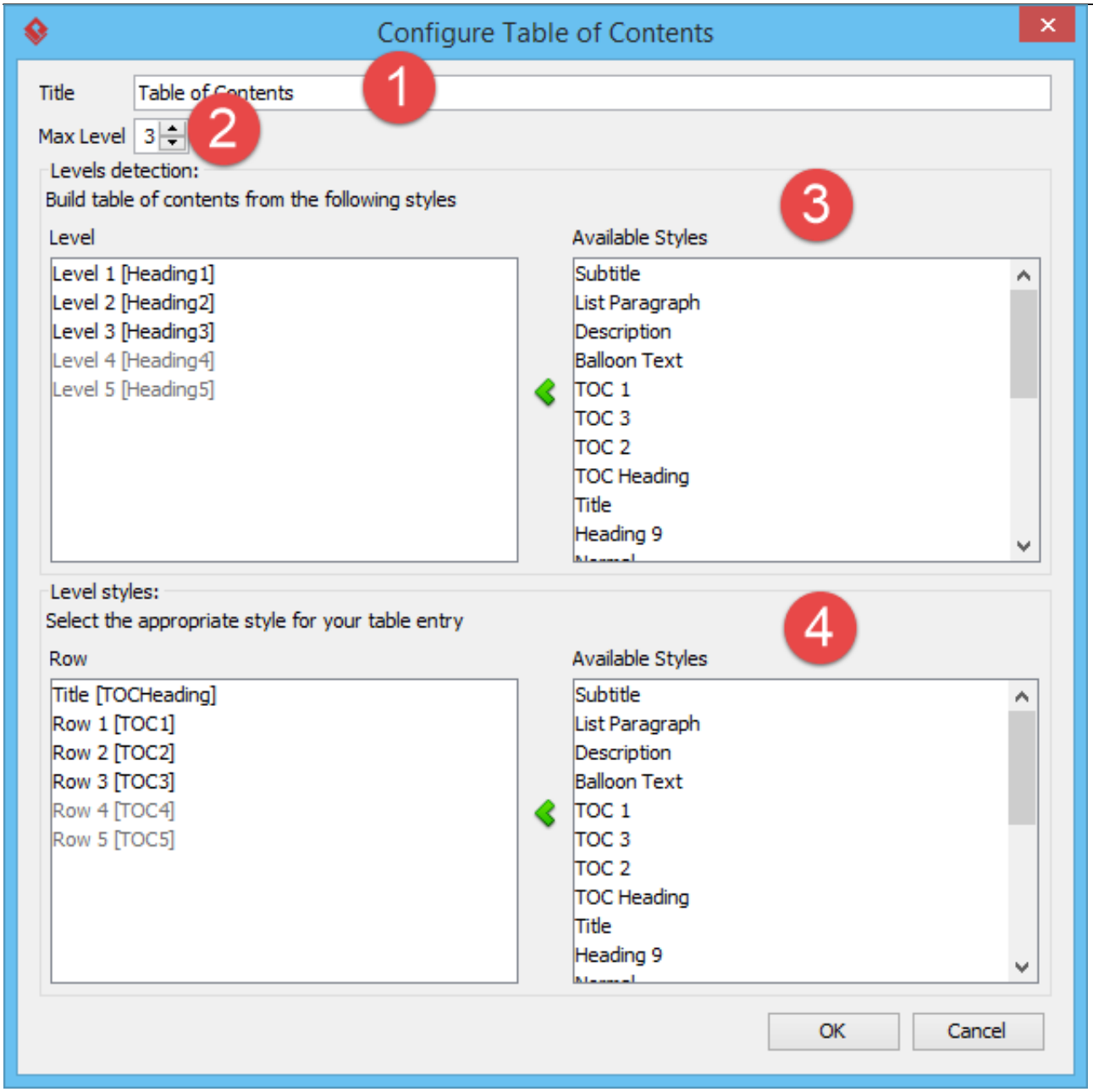
A table of contents is a list of key parts of a document. It is often constructed by headers or key titles in a document, to present readers with and outline of the whole document.

Doc. Composer allows you to insert a table of contents into a document. A table of contents can be formed not only from traditional headings styles like Heading 1 and Heading 2 but from any kind of style, even from user-defined styles. To insert a table of contents:

1. Select the content block where you want to insert a table of contents beforehand.
2. Click on the button on the document's toolbar and then select **Table of Contents** from the drop down menu.

To change the title, maximum number of level, level detection or styles of a table of contents, to configure it. To configure a table of contents, right click on the table of contents and select **Configure Table of Contents...** from the popup menu.

Here is a description of different parts of the **Configure Table of Contents** window.



Part	Description
1	The title of the table of contents. This is the text that appear above the table of contents in document.
2	Determine the depth of the table of contents.
3	Specify the style to check for each level. If you want level 1 shows all content with Heading 1 as style, select Level 1 on the left hand side, Heading 1 on right hand side, and click < to match them up.
4	Specify the appearance of text in table of contents. You can apply different styles for different rows (levels).

To update a table of contents to make it reflect the structure of the latest document content, right click on the table of contents and select **Update Table of Contents** from the popup menu.