

Writing in Word 2019: Using headings and adding an automatic table of contents

Why use headings?

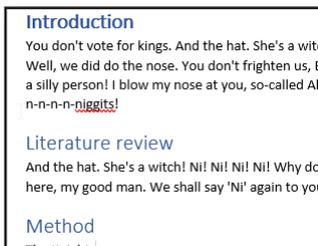
Every document should use heading styles to define headers. Heading styles change the appearance of a header but also tag the header to provide structural information.

Apply heading styles when first adding a header will give you the ability to easily jump to different sections of your document. Headers can be automatically turned into a table of contents. They also provide accessibility so someone using a screen reader can skip to different sections of a document easily.

Applying a heading style

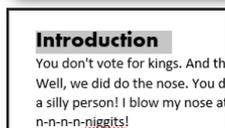
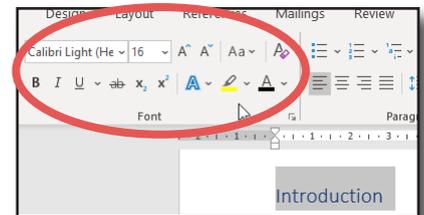
Click on the line with the header and click the Heading style e.g. **Heading 1**

on the home menu. Headings are used hierarchically. Typically chapter headings use **Heading 1**, sub headings are **Heading 2** and sub-sub-headings, if used, are **Heading 3**. A short document is treated like one chapter.

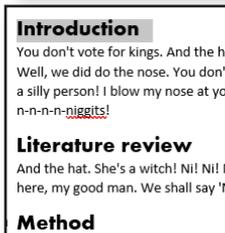


Changing the appearance of a heading style

To change the appearance of the headings, first apply as above. Then select one heading and use the standard controls to set the font, colour, etc.

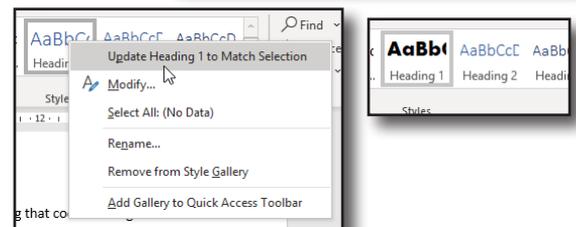


Then on the home menu, **right-click** on the relevant heading style in the styles palette and select Update Heading X to match selection.



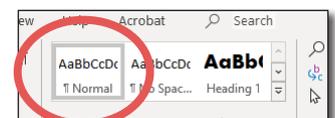
Repeat this for other heading styles.

Note that any other headings that have previously been tagged have their style updated.



Returning a heading to normal text

Use the **Normal** style to return a heading back to normal text. This is useful as marked headings will appear in the table of contents whereas the items in Normal will not.

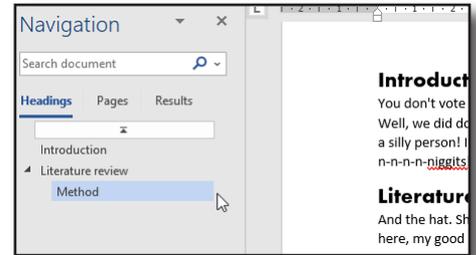


The Navigation Pane

The Navigation pane lets you jump to any tagged heading in your document by clicking on it on the pane. It also acts as a preview for what will be in any table of contents when added or updated.

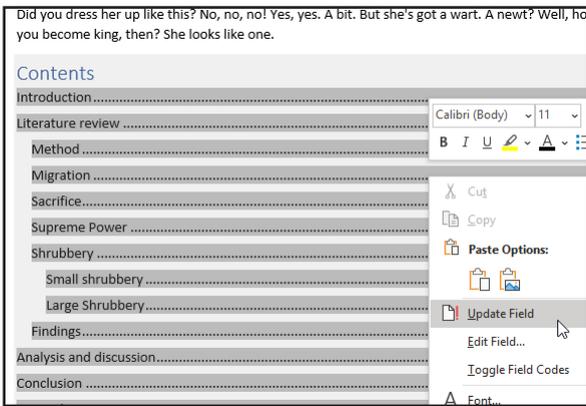
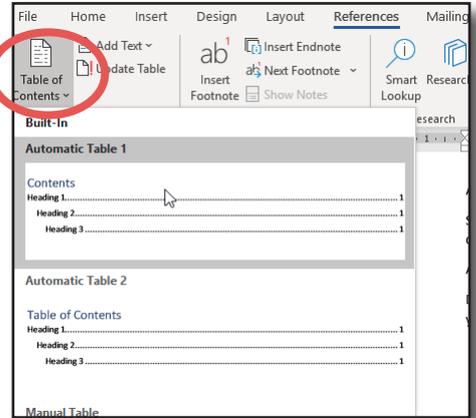


To turn it on click on the **View** menu and tick next to **Navigation pane**.



Adding a table of contents

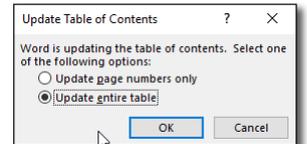
Click on **References** and **Table of contents**, then choose one of the top two options. The only difference is the heading of Contents or Table of Contents



Updating a table of contents

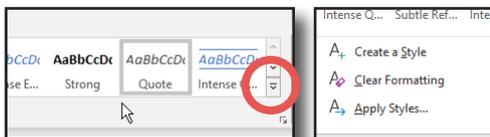
Tables of contents will not update automatically. If page numbers or headings have changed, **right-click** on the table of contents and select **Update Field**.

We recommend selecting **update entire table** which scans for new or removed headings as well as checking page numbers.



Using other styles

Styles should be used for all aspects of your work. They provide consistency and let a document be updated quickly. Use the existing style names e.g. quote and modify them as above by setting the style for the paragraph and then **right-clicking** the style name and selecting **update to match selection**.



You can also create your own styles using the more button in the styles palette and selecting **Create a style**

