Word 2010 – Tools

## Create a table of contents or update a table of contents

You create a table of contents by applying heading styles — for example, Heading 1, Heading 2, and Heading 3 — to the text that you want to include in the table of contents. Microsoft Word searches for those headings and then inserts the table of contents into your document. When you create a table of contents this way, you can automatically update it if you make changes in your document. Microsoft Word 2010 provides a gallery of automatic table of contents styles. Mark the table of contents entries, and then click the table of contents style that you want from the gallery of options. You can also create a custom table of contents with the options you choose and any custom styles that you've applied by using the **Table of Contents** dialog box. Or you can manually type a table of contents.

Create a table of contents automatically

The easiest way to create a table of contents is to use the built-in heading styles. You can also create a table of contents that is based on the custom styles that you have applied. Or you can assign the table of contents levels to individual text entries.

Mark entries by using built-in heading styles

1. Select the text that you want to appear in the table of contents.
2. On the **Home** tab, in the **Styles** group, click the style that you want.
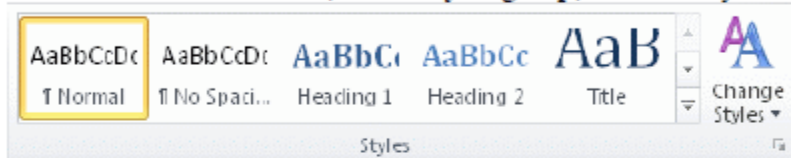
For example, if you selected text that you want to style as a main heading, click the style called **Heading 1** in the Quick Style gallery.

Notes

- If you don't see the style that you want, click the arrow to expand the Quick Style gallery.
- If the style that you want does not appear in the Quick Style gallery, press CTRL+SHIFT+S to open the **Apply Styles** task pane. Under **Style Name**, click the style that you want.

Create a table of contents from the gallery

After you mark the entries for your table of contents, you are ready to build it.

1. Click where you want to insert the table of contents, usually at the beginning of a document.
2. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**, and then click the table of contents style that you want.
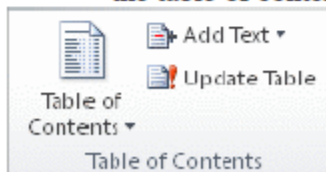
Note   If you want to specify more options — for example, how many heading levels to show — click **Insert Table of Contents** to open the **Table of Contents** dialog box.

Create a custom table of contents

1. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**, and then click **Insert Table of Contents**.
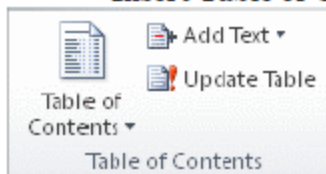
1. In the **Table of Contents** dialog box, do any of the following:
   - To change how many heading levels are displayed in the table of contents, enter the number that you want in the box next to **Show levels**, under **General**.

   - To change the overall look of your table of contents, click a different format in the **Formats** list. You can see what your choice looks like in the **Print Preview** and **Web Preview** areas.
   - To change the type of line that appears between the entry text and the page number, click an option in the **Tab leader** list.
   - To change the way heading levels are displayed in the table of contents, click **Modify**. In the **Style** dialog box, click the level that you want to change, and then click **Modify**. In the **Modify Style** dialog box, you can change the font, the size, and the amount of indentation.
2. To use custom styles in the table of contents, click **Options**, and then do the following:
1. Under **Available styles**, find the style that you applied to the headings in your document.
2. Under **TOC level**, next to the style name, type a number from 1 to 9 to indicate the level that you want the heading style to represent.

Note   If you want to use only custom styles, delete the TOC level numbers for the built-in styles, such as Heading 1.
3. Repeat step 1 and step 2 for each heading style that you want to include in the table of contents.
4. Click **OK**.
3. Choose a table of contents to fit the document type:
   - **Printed document**   If you are creating a document that readers will read on a printed page, create a table of contents in which each entry lists both the heading and the page number where the heading appears. Readers can turn to the page that they want.
   - **Online document**   For a document that readers will read online in Word, you can format the entries in the table of contents as hyperlinks, so that readers can go to a heading by clicking its entry in the table of contents.

Update the table of contents

If you added or removed headings or other table of contents entries in your document, you can quickly update the table of contents.
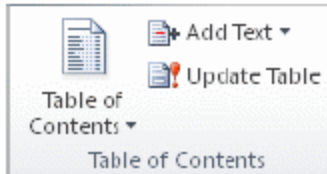
1. On the **References** tab, in the **Table of Contents** group, click **Update Table**.
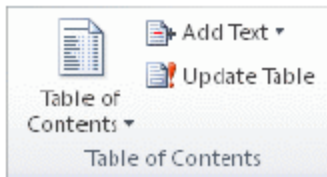
1. Click **Update page numbers only** or **Update entire table**.

Delete a table of contents

1. On the **References** tab, in the **Table of Contents** group, click **Table of Contents**.

2. Click **Remove Table of Contents**.

# Add or remove headers, footers, and page numbers

Add page numbers and headers and footers by using the gallery, or create a custom page number, header, or footer. For best results, decide first whether you want only a page number or whether you want information plus a page number in the header or footer.

Add a page number without any other information

If you want a page number on each page, and you don't want to include any other information, such as the document title or the location of the file, you can quickly add a page number from the gallery, or you can create a custom page number or a [custom page number that includes the total number of pages](#) (page X of Y pages).

Add a page number from the gallery

1. On the **Insert** tab, in the **Header & Footer** group, click **Page Number.**
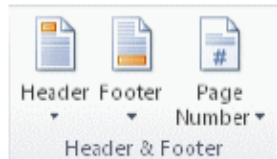
2. Click the page number location that you want.
3. In the gallery, scroll through the options, and then click the page number format that you want.
4. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).

Note   The Page Number gallery includes page X of Y pages formats, in which Y is the total number of pages in your document.
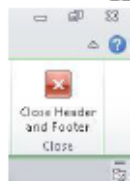
Add a custom page number

1. Double-click in the header area or the footer area (near the top of the page or near the bottom of the page).

This opens the **Design** tab under **Header & Footer Tools**.

2. To place your page number in the center or on the right side of the page, do the following:
   - To place your page number in the center, click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Center**, and then click **OK**.
   - To place your page number on the right side of the page, click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Right**, and then click **OK**.
3. On the **Insert** tab, in the **Text** group, click **Quick Parts**, and then click **Field**.

4. In the **Field names** list, click **Page**, and then click **OK**.
5. To change the numbering format, click **Page Number** in the **Header & Footer** group, and then click **Format Page Numbers**.
6. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).

Add a custom page number that includes the total number of pages
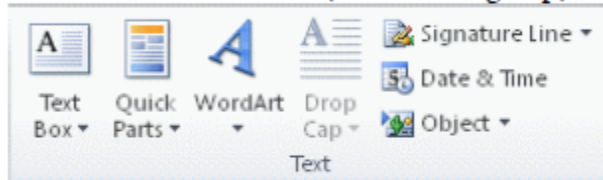
The gallery includes some page numbers that include the total page numbers (page X of Y pages). However, if you want to create a custom page number, do the following:
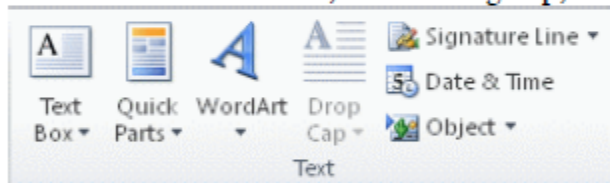
1. Double-click in the header area or the footer area (near the top of the page or near the bottom of the page).

This opens the **Design** tab under **Header & Footer Tools**.

2. To place your page number in the center or on the right side of the page, do the following:
   - To place your page number in the center, click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Center**, and then click **OK**.
   - To place your page number on the right side of the page, click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Right**, and then click **OK**.
3. Type **page** and a space.
4. On the **Insert** tab, in the **Text** group, click **Quick Parts**, and then click **Field**.

5. In the **Field names** list, click **Page**, and then click **OK**.
6. After the page number, type a space, type **of**, and then type another space.
7. On the **Insert** tab, in the **Text** group, click **Quick Parts**, and then click **Field**.

8. In the **Field names** list, click **NumPages**, and then click **OK**.
9. After the total number of pages, type a space, and then type **pages**.
10. To change the numbering format, click **Page Number** in the **Header & Footer** group, and then click **Format Page Numbers**.
11. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).

Add a header or footer that includes a page number

If you want to add a graphic or text at the top or the bottom of your document, you need to add a header or a footer. You can quickly add a header or a footer from the galleries, or you can add a custom header or footer.
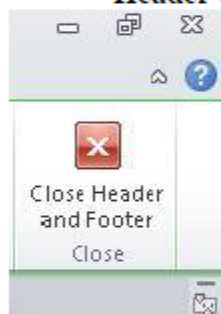
You can use these same steps to add a header or footer without page numbers.

Add a header or footer from the gallery

1. On the **Insert** tab, in the **Header & Footer** group, click **Header** or **Footer.**
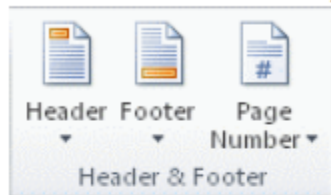
2. Click the header or footer that you want to add to your document.
3. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).


Add a custom header or footer

1. Double-click in the header area or the footer area (near the top of the page or near the bottom of the page).

This opens the **Design** tab under **Header & Footer Tools.**

2. To place information in the center or on the right side of the page, do any of the following:
   - To place information in the center, click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Center**, and then click **OK**.
   - To place information on the right side of the page, click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Right**, and then click **OK**.
3. Do one of the following:
   - Type the information that you want in your header.
   - Add a field code by clicking the **Insert** tab, clicking **Quick Parts**, clicking **Field**, and then clicking the field you want in the**Field names** list.

Examples of information that you can add by using fields include Page (for page number), NumPages (for the total number of pages in your document), and FileName (you can include the file path).

4. If you add a Page field, you can change the numbering format by clicking **Page Number** in the **Header & Footer** group, and then clicking **Format Page Numbers**.
5. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).
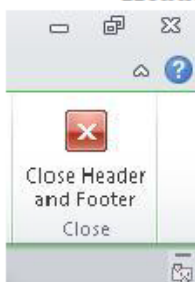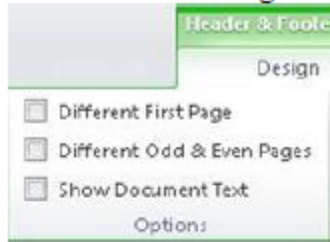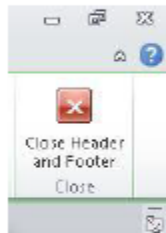
Start numbering on the second page

1. Double-click the page number.

This opens the **Design** tab under **Header & Footer Tools**.

2. On the **Design** tab, in the **Options** group, select the **Different First Page** check box.

3. To start numbering with 1, click **Page Number** in the **Header & Footer** group, then click **Format Page Numbers**, and then click **Start at** and enter 1.
4. To return to the body of your document, click Close Header and Footer on the **Design** tab (under **Header & Footer Tools**).


Start numbering on a different page

To start numbering on a different page, instead of on the first page of the document, you need to add a section break before the page where you want to begin numbering.

1. Click at the beginning of the page where you want to begin numbering.

You can press HOME to make sure that you're at the start of the page.

2. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.
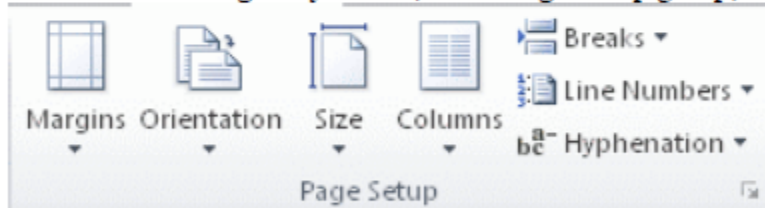
3. Under **Section Breaks**, click **Next Page**.
4. Double-click in the header area or the footer area (near the top of the page or near the bottom of the page).

This opens the **Header & Footer Tools** tab.

5. On the **Header & Footer Tools**, in the **Navigation** group, click **Link to Previous** to turn it off.
6. Follow the instructions for adding a page number or for adding a header and footer with a page number.
7. To start numbering with 1, click **Page Number** in the **Header & Footer** group, then click **Format Page Numbers**, and then click **Start at** and enter 1.
8. To return to the body of your document, click Close Header and Footer on the **Design** tab (under **Header & Footer Tools**).

Add different headers and footers or page numbers in different parts of the document

You can add page numbers to only part of your document. You can also use different numbering formats in different parts of your document.

For example, maybe you want i, ii, iii numbering for the table of contents and introduction, and you want 1, 2, 3 numbering for the rest of the document, and then no page numbers for the index.

You can also have different headers or footers on odd and even pages.

Add different headers and footers or page numbers in different parts

1. Click at the beginning of the page where you want to start, stop, or change the header, footer, or page numbering.

You can press HOME to make sure that you're at the start of the page.

2. On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.
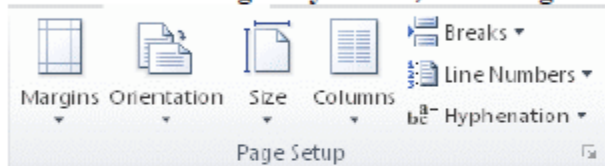
3. Under **Section Breaks**, click **Next Page**.
4. Double-click in the header area or the footer area (near the top of the page or near the bottom of the page).

This opens the **Design** tab under **Header & Footer Tools**.

5. On the **Design**, in the **Navigation** group, click **Link to Previous** to turn it off.
6. Do one of the following:
   - Follow the instructions for adding a page number or for adding a header and footer with a page number.
   - Select the header or footer and press DELETE.
7. To choose a numbering format or the starting number, click **Page Number** in the **Header & Footer** group, click **Format Page Numbers**, click the format that you want and the **Start at** number that you want to use, and then click **OK**.
8. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).
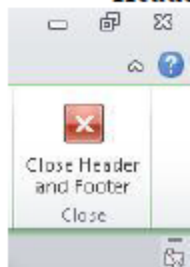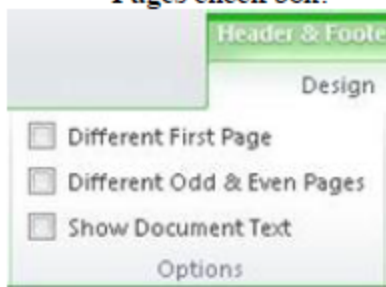
Add different headers and footers or page numbers on odd and even pages

1. Double-click in the header area or the footer area (near the top of the page or near the bottom of the page).

This opens the **Header & Footer Tools** tab.

2. On the **Header & Footer Tools** tab, in the **Options** group, select the **Different Odd & Even Pages** check box.

3. On one of the odd pages, add the header, footer, or page numbering that you want on odd pages.
4. On one of the even pages, add the header, footer, or page number that you want on even pages.

# Remove page numbers, headers, and footers

1. Double-click the header, footer, or page number.
2. Select the header, footer, or page number.
3. Press DELETE.
4. Repeat steps 1-3 in each section that has a different header, footer, or page number.

Add page number X of Y to a document

The Page Number gallery includes some preformatted page numbers that include the total page numbers (page X of Y pages). However, if you want to add other information to your header or footer, such as the document's file name and path, you can create a custom page number.
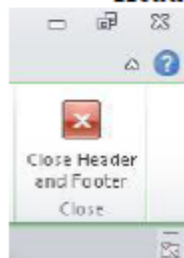

Use the Page Numbers gallery

1. On the **Insert** tab, in the **Header & Footer** group, click **Page Number**.
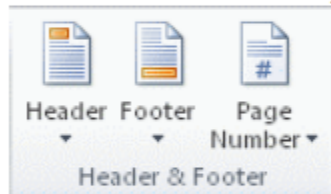
2. Click the page number location that you want.

Note The **Page Margins** location does not include preformatted Page X of Y page numbers.

3. In the gallery, scroll through the options until you see **Page X of Y**.
4. Click the page number format that you want.
5. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).
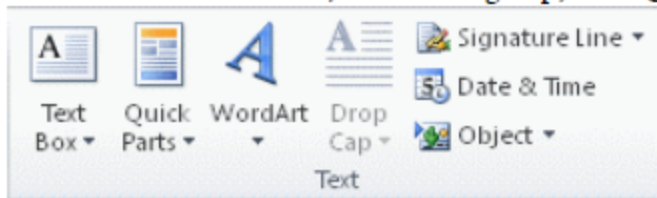
Insert a custom page number

If you aren't using gallery options for the header or footer that contains your page number, you can create a custom page number.
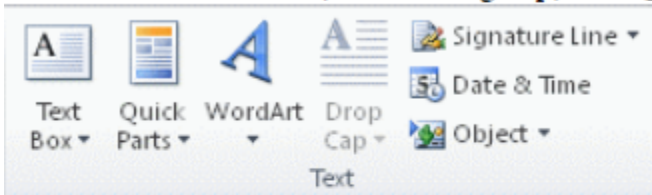
1. Double-click in the header area or the footer area (near the top of the page or near the bottom of the page).

This opens the **Design** tab under **Header & Footer Tools**.

2. To place your page number in the center or on the right side of the page, do the following:
   - To place your page number in the center, click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Center**, and then click **OK**.
   - To place your page number on the right side of the page, click **Insert Alignment Tab** in the **Position** group of the **Design** tab, click **Right**, and then click **OK**.
3. Type **page** and a space.
4. On the **Insert** tab, in the **Text** group, click **Quick Parts**, and then click **Field**.

5. In the **Field names** list, click **Page**, and then click **OK**.
6. After the page number, type a space, type **of**, and then type another space.
7. On the **Insert** tab, in the **Text** group, click **Quick Parts**, and then click **Field**.

8. In the **Field names** list, click **NumPages**, and then click **OK**.
9. After the total number of pages, type a space, and then type **pages**.
10. To change the numbering format, click **Page Number** in the **Header & Footer** group, and then click **Format Page Numbers**.
11. To return to the body of your document, click **Close Header and Footer** on the **Design** tab (under **Header & Footer Tools**).