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**.

2. 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.

3. 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**.

4. Choose a table of contents to fit the document type: